

STANDARD FORM 60
(October 1960)
REPLACES EDITION OF 1 OCTOBER 1950
FEDERAL PERSONNEL MANUAL
GSA GEN. REG. NO. 27, PART 1, PARAGRAPH 10.1

SECRET

Official Personnel Folder

SECRET

(M)

69 File Cut

29 SEP 1968

4 CCCC JANES S
502-16-6000

100-20124
02/20/24

SECRET
(Where Filled In)

08 AUG 1978

REQUEST FOR PERSONNEL ACTION								DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						26 July 1978	
01C032		WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED						5. CATEGORY OF EMPLOYMENT	
RETIREMENT - (VOLUNTARY) CARDS		MONTH			DAY		YEAR	REGULAR	
		08			04		78		
6. PLANS		V TO V	V TO O	7. PAY AND NSCA			8. LEGAL AUTHORITY (Completed by Office of Personnel)		
		O TO V	O TO O	8026-3430-0000			DL 08-6N35 Section 23		
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION							
DDO/INS ADD INFORMATION MGMT & PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT		WASH., D.C.							
11. POSITION TITLE		12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION				
RECORDS ADMIN OFF NC (13)		CG45			DCC				
14. CLASSIFICATION SCHEDULE (GS, LD, IN, E)		15. OCCUPATIONAL SERIES			16. GRADE AND STEP		17. SALARY OR RATE		
GS		0344.01			13 2		\$26,889		
18. REMARKS Last Working Day: 4 August 1978									
CONCUR: <i>Edmund Ellsworth</i> Date <i>08/26/78</i> <i>CNS/MSB</i>									
(O-ordained will be furnished 10/3 7/31/78)									
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED
<i>Henry E. Ellsworth</i>				7/26/78	<i>George L. West</i>				7/26/78
C/PCS/COS/PORS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL CNS									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATION CODE	23. INTRIGUE CODE	24. HOOSES CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
45	16	NUMERIC ALPHABETIC				02/20/28			
28. RTE CARRIER	29. SPECIAL REFERENCES	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA					
MO DA YR	1-(SC) 2-(DM) 3-(LA) 4-(RS)	CODE	TYPE	MO DA YR	EOD DATA				
35. VET PREFERENCE	36. SEV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGL/HEALTH INSURANCE	40. SOCIAL SECURITY NO				
CODE 0-100% 1-1 PE 2-10 PE	MO DA YR	MO DA YR	CAP/RESV PROV/EMP	CODE 0-WAVVER 1-REG 2-REG/DPT 3-INELIGIBLE	CODE	0-WAVVER 1-REG 2-REG/DPT 3-INELIGIBLE	HEALTH INS CODE		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. STATE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA						
CODE 0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		FORM EXECUTED 1-YES 2-NO	FORM EXECUTED 1-YES 2-NO	CODE NO TAX EXEMPTION					
45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED							
7/26	08 AUG 1978	<i>Edmund Ellsworth</i>							
FORM 1152 USE PREVIOUS EDITION	SECRET	E-2, IMPDET CL. BY. 007622							

14-00000

25 July 1978

SUMMARY OF AGENCY EMPLOYMENT

I entered on duty with the CIA in April 1952 and have been in records management for my whole career, seventeen years of it overseas.

James Woods
James S. Woods

NO SECURITY EXCEPTIONS
John J. Donnelly

SECRET

16 MAY 1978

<i>11-71125-Sub-78</i>		REQUEST FOR PERSONNEL ACTION		DATE PREPARED	
OCE		010032 WOODS JAMES S		9 May 1978	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT		MONTH 04	DAY 09	YEAR 78	
6. RANKS		7. PAY AND NSCA		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
V TO V		V TO O		8020-3430 0000	
O TO V		O TO O		10. LOCATION OF OFFICIAL STATION	
9. ORGANIZATIONAL DESIGNATIONS		NASH., D.C.			
DDO/IMS INFORMATION MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT					
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
RECORDS ADMIN OFF NRE (13)		CG45		DCC	
14. PAY COMPARISON (OPTIONAL)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0344.01		13 2	
17. SALARY OR RATE				\$26,889	
18. REASON: FROM: DDO/NB					
CONCUR: _____ (telecord) C/NE/Pers DATE					
<i>Karen Wible 05/13/78</i>					
18A SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
<i>Henry E. Walton</i>		5/10/78		<i>L. Hellmich</i>	
19. C/PCS/CSS/Pers. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL DDO/CMS/07-12					
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODE	22. STATION CODE	23. INTEGRITY CODE	
37 10	53740	1. M.S	95013	CODE	
24. MOIS/RS	25. DA/VS	26. MONTH	27. DAY	28. YEAR	
37	10	02	20	78	
29. RETIREES	30. SPECIAL REFERENCE	31. RETIREMENT DATA	32. SEPARATION DATA CODE	33. CORRECTION CANCELLATION DATA	
MO. DA. VS.		CODE	TYPE	MO. DA. VS.	
34. VET PREFERENCE	35. SERV COMP DATE	36. LONG. COMP DATE	37. CAREER CATEGORY	38. FED/HEALTH INSURANCE	39. SOCIAL SECURITY NO
CODE	MO. DA. VS.	MO. DA. VS.	CAREER CATEGORY CODE	FED/HEALTH INSURANCE CODE	SOCIAL SECURITY NO
0-HD 1-S PT 2-10 PT			0-NAT 1-REG/TEMP 2-REG/PT 3-INACTIVE	0-NAT 1-REG 2-REG/PT 3-INACTIVE	
40. PREVIOUS LIVELIAN GOVERNMENT SERVICE	41. LEAVE CAT. CODE	42. FEDERAL TAX DATA	43. STATE TAX DATA		
CODE		FORM EXECUTED CODE	NO TAX EXEMPTIONS	FORM EXECUTED CODE	NO TAX EXEMPT STATE CODE
0-HD PREVIOUS SERVICE 1-HD AHEAD OF SERVICE 2-BEFORE IN SERVICE (LESS THAN 3 YEARS) 3-BEFORE IN SERVICE (MORE THAN 3 YEARS)		1-YES 2-NO		1-YES 2-NO	
44. POSITION CONTROL CERTIFICATION	45. DA APPROVAL	46. DATE APPROVED			
3 U HMD 1978-12-78 From me	<i>Raff</i>	<i>Hicket 4-7</i>	3/26/78		

SECRET

(Where Filled In)

C REQUEST FOR PERSONNEL ACTION								DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						6 Feb 78	
J10032		WOODS, JAMES S.							
3. NATURE OF PERSONNEL ACTION PROMOTION								4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 12 78	
5. RANKS Y10V		6. PAY AND NSCA Y10D		7. PAY AND NSCA 3033 4800 0000		8. CATEGORY OF EMPLOYMENT REGULAR		9. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDO/NB DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF								10. LOCATION OF OFFICIAL STATION WASH, D.C.	
11. POSITION TITLE RECORDS ADMIN OFF								12. POSITION NUMBER CG45	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 13 2		17. SALARY OR RATE 268894			
18. REMARKS CONCUR: <i>From 125</i>									
Henry Walton (telecoord) ISS					6 Feb 78 Date				
19. PERS		20. DATE SIGNED		21. SIGNATURE OF CAREER SERVICE/APPROVING OFFICER				22. DATE SIGNED	
<i>J. Smith</i>		6 Feb 78		<i>J. Smith</i>				2/18/78	
23. SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
24. ACTION CODE A2 10	25. PAY LOT CODE 46075	26. OFFICE CODING NE 75013	27. STATUS CODE 1	28. INTEGEE CODE 1	29. MOBILITY CODE 1	30. DATE OF BIRTH 02/20/28	31. DATE OF GRADE 03/12/78	32. DATE OF LEI 03/12/78	
33. EFTS CODES 1	34. SPECIAL REFERENCE 1	35. RETIREMENT DATA 1	36. SEPARATION DATA CODE 1	37. CORRECTION/CANCELLATION DATA TYPE 1	38. SECURITY REG. NO. 1	39. SECURITY REG. NO. 1	40. SOCIAL SECURITY NO. 1		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE 1-10 PT	42. LEAVE CAT CODE 1	43. FEDERAL TAX DATA 1-YES 2-NO	44. STATE TAX DATA 1-YES 2-NO						
45. POSITION CONTROL CERTIFICATION 3-6-78 A20	46. O.P. APPROVAL R. Smith	47. DATE APPROVED 6 APR 78							

14-00000

18 August 1978

Mr. James S. Woods
304 Meadow Hall Dr.
Rockville, MD 20851

Dear Mr. Woods:

We are enclosing the employee copy of your
retirement action (Form 1150) that you requested.

04 August 1978.

Sincerely,

151

Chief, Control Division

Enclosure: 1 Form

Dist.
Orig. - Adse.
1 - TRB
1 - OPE/WOODS, James S.
OP/TRB (18AUG78)

ADMINISTRATIVE-INTERNAL USE ONLY**18 APR 1978**

MEMORANDUM FOR: James S. Woods
FROM: John N. McMahon
Deputy Director for Operations
SUBJECT: Commendation for Exceptional Performance

1. The Directorate of Operations Records Review Task Force has finished its work in Warrenton. I want you to know that I realize that a large measure of the success of this effort was due to the exceptional performance of the Records Management Officers who worked long and hard during the six-month period, patiently guiding the 435 Directorate personnel who served on the component teams. Many of you performed additional duties, voluntarily and cheerfully, extending beyond the ten-hour work day, which kept the task force functioning smoothly.

2. This fine team effort and your personal contribution to it is in the best tradition of the Directorate of Operations. I commend you for a job well done.

**John N. McMahon****ADMINISTRATIVE-INTERNAL USE ONLY**

CONFIDENTIAL

1 AUG 1978

MEMORANDUM FOR: Director of Personnel

FROM : Kenneth Corbat
 Chief, Retirement Affairs Division

SUBJECT : Request for Voluntary Retirement
 Mr. James S. Woods

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-13	Position: Records Management Officer
Career Service	Operations
Office/Division	Information Management Staff
Date Requested for Retirement:	4 August 1978
Age at that Date	50
Years of Creditable Service	29
Years of Agency Service	26
Years of Qualifying Service	9

3. The applicant's Career Service and the CIA Retirement Board recommend that the request be approved.

/s/ Kenneth Corbat

The recommendation contained in paragraph 3 is approved.

(Signature) F. W. H. [Signature]

2 AUG 1978

Director of Personnel

Date

2 AUG 1978

Distribution:

- 0 - Return to ROB
- 1 - Applicant
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

CONFIDENTIAL

3589

OCT 11/1

SECRET

(If More Than One)

1 OCT 1977

3 REQUEST FOR PERSONNEL ACTION						DATE PREPARED 21	
1. SERIAL NUMBER		2. NAME (Last, First - Middle) 010032 Woods, James S.				5 Oct 1977	
3. NATURE OF PERSONNEL ACTION Reassignment AND CANCELLATION OF AFGSA						6. EFFECTIVE DATE REQUESTED 07 11 77	
7. PLACE A. PLACED B. PLACED		V104 V104		8. PAY AND NECA 033 4801 0000		9. CATEGORY OF EMPLOYMENT Regular ✓	
10. ORGANIZATIONAL DESIGNATION DDO/NE Division Office of the Chief, NE Division Plans Staff						11. LOCATION OF OFFICE & STATION Wash., D. C.	
12. POSITION TITLE Records Admin Off						13. GRADE CG-4 ✓	
14. CLASSIFICATION SCHEDULE (GS, LS, NC)		15. OCCUPATIONAL SERIES GS ✓		16. GRADE ANNUAL RATE 0344.04 ✓		17. SALARY OR RATE \$4070 ✓	
18. REASON replacing						19. APPROVAL SIGNATURE #11 PER SUE SAL, BLURB 10-17-77	
Concur: <i>Jeanne M. Bennett</i> Act/PCST/CSST Personnel						#3 PER NANCY 10-17-77 10-17-77 Date	
20. POSITION CONTROL CERTIFICATION 01 NOV 1977						21. DATE SIGNED 10-13-77	
22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>J. J. J.</i>						23. DATE SIGNED 10-13-77	
24. SPECIFIC DIRECTIONS FOR EXCLUSIVE USE OF THIS OFFICE OF PERSONNEL							
25. ACTION CODE 37	26. PAY CODE 10	27. POLICE CODES 46000	28. STATION CODE NE	29. INTEGRITY CODE 75043	30. INDUSTRIES 1	31. DATE OF BIRTH 02 20 28	32. DATE OF GRADE 04 77
33. SEPARATION DATA MO DA YR	34. RETIREMENT DATA MO DA YR	35. SEPARATION DATA CODE CODE	36. SEPARATION DATA CODE CODE	37. SEPARATION CANCELLATION DATA TYPE	38. MO DA YR	39. SECURITY E6 E6	40. SECURITY E6 E6
41. PAY PROTECTION CODE	42. SETT COOP DATE MO DA YR	43. LOSS COOP DATE MO DA YR	44. CARRIER CATEGORY LAW/REF. PROV/TERR.	45. COOP	46. COOP	47. MEDICAL INSURANCE CODE	48. SOCIAL SECURITY CODE
49. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	50. LEAVE CAT. CODE	51. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	52. NO TAX EXEMPTIONS CODE	53. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	54. NO TAX STATE CODE CODE	55. DATE APPROVED 10-17-77	
56. O.P. APPROVAL <i>John W. Parkinson</i>						57. DATE APPROVED 10-17-77	
58. IMPDET CL. BY E-2, IMPDET CL. BY 007422							

5-7-84 1152 PREVIOUS EDITION

SECRET

SECRET

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 9 August 1976	
1. SERIAL NUMBER 010732	2. NAME (Last-First-Middle) WOODS, JAMES S.				
3. PURPOSE OF PERSONNEL ACTION CHANGE OF PAY GRADE			4. EFFECTIVE DATE REQUESTED 08 09 76	5. CLASSIFICATION S271AAR	
6. PAY X 10 V	7. PAY AND NSCA X 10 V	8. PAY AUTHORITY (Completed by Office of Personnel)	T230 0130	0002	
9. OCCUPATIONAL DESIGNATIONS DDC/CCG ADVISER			10. LOCATION OF OFFICIAL STATION WASH., D. C.		
11. POSITION EPOOLIC ADMIN OFF CH			12. POSITION REQUESTED BL M	13. CIVILIAN ORGANIZATION DCG	
14. CLASSIFICATION SCHEDULE (GS, LS, GS, GS, GS)		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 12 4	17. SALARY OR RATES 21,321	
18. SIGNATURE Off 9 Aug 76.					
19. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. RETIREMENT CODE 37 10	21. OFFICE CODES 39115 CCG	22. STATUS CODE 75013	23. RETIREMENT CODE 1	24. MOON CODE 0012022	25. DATE OF BIRTH MO DA YE
26. SECURITY NO. 100-100-1000	27. SECURITY NO. 100-100-1000	28. DATE OF LEI MO DA YE	29. SECURITY NO. 100-100-1000	30. SECURITY NO. 100-100-1000	31. SECURITY NO. 100-100-1000
32. PAY PREFERENCE CODES 1-2 PT 3-5 PT 5-10 PT	33. SERV COMB DATE MO DA YE	34. LONG COMB DATE MO DA YE	35. CARRIER CATEGORY CODE 1-CIV PROV TRIP	36. CIVIL/HEALTH INSURANCE CODE 1-AIA 2-BIA 3-BIGOPT 4-TRAILBLAZER	37. SOCIAL SECURITY NO
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODES 1-NO PREVIOUS SERVICE 2-ONE OR SERVICE (LESS THAN 2 YEARS) 3-TWO OR SERVICE (MORE THAN 2 YEARS)	39. LEAVE CAT CODE P	40. FEDERAL TAX DATA CODE 1-VIS 2-NS	41. MO TAX DESCRIPTIONS CODE 1-STATE 2-LOCAL	42. STATE TAX DATA CODE 1-STATE 2-LOCAL	43. O.P. APPROVAL 3 Brown
44. POSITION CONTROL CERTIFICATION 10 AUG 1976 8-9-76			45. DATE APPROVED		

SECRET

(This Form is Filled In)

C-Norm
AB5 7/6

DATE PREPARED

13 July 1976

REQUEST FOR PERSONNEL ACTION			
1. SERIAL NUMBER	2. NAME (Last-First-Middle)	3. DATE OF EMPLOYMENT	
010032 ✓	WOODS, JAMES S. ✓	07	13
4. NATURE OF PERSONNEL ACTION <i>Reassignment - Change of Home Base</i>		5. CATEGORY OF EMPLOYMENT	
CHANGE OF SERVICE DESIGNATION		REGULAR	
6. RANKS	XX VTOV	VTOV	7. PAY GRADE AND INC.
	O TOV	O TOV	8. PAY GRADE / COMBINED BY OFFICE OF Personnel
9. ORGANIZATIONAL DEMONSTRATION <i>DDO/DCS REGISTRY</i>		10. LOCATION OF CURRENT STATION <i>MARSH, D. C.</i>	
11. POSITION TITLE <i>RECORDED ALMEN OF CH</i>		12. POSITION NUMBER <i>BL M.</i>	
13. CLASSIFICATION NUMBER (GS, LS, etc.) <i>CS</i>		14. OCCUPATIONAL LEVEL <i>0316.01</i>	
15. CAREER SERVICE DEMONSTRATION		16. PAY RATE <i>12 L</i>	
17. SECURITY NUMBER (GS, LS, etc.) <i>21-324</i>		18. SIGNATURE <i>DAC to DCC</i>	
19. REMARKS <i>DESIGNATION CHANGED FROM DAC TO DCC.</i>			
		DATE SIGNED	18. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
		13 JUL 76	DATE SIGNED
19. SPACE BELOW FOR EXCLUSIVE USE OF THIS OFFICE OF PERSONNEL			
20. ACTION CODE	21. OFFICE CODING <i>31-324 COS 75013</i>	22. STATION CODE	23. INDIVIDUAL CODE
24. GRADE	25. ALPHABETIC <i>COS</i>	26. ADVICE CODE	27. DATE OF BIRTH
28. PAY GRADE	29. ENLISTMENT DATE	30. CONFIRMED CANCELLATION DATE	31. DATE OF GRADE
32. SEC. DATA	33. SPECIAL REFERENCE	34. SECURITY NUMBER <i>100-100</i>	35. DATE OF LEAVE
36. RET. COOP DATE	37. LONG COOP DATE	38. CAREER CATEGORY	39. MEDICAL INSURANCE
CODE	MO. DA. YR	MO. DA. YR	CODE
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE	41. LEAVE CAT CODE	42. STATE TAX DATA	43. STATE TAX DATA
CODE	44. FORM APPROVED	45. DATE APPROVED	46. DATE APPROVED
47. POSITION CONTROL CERTIFICATION <i>20 JUL 1976</i>	48. FORM APPROVED <i>11-6-76</i>	49. DATE APPROVED <i>07/19/76</i>	50. DATE APPROVED <i>07/19/76</i>

CR
11-22-74SECRET
Approved for Release 10/20/2024

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 010032	2. NAME (Last-First-Middle) WOODS, JAMES S.			13 November 1974	
3. NATURE OF PERSONNEL ACTION: PROMOTION			4. EFFECTIVE DATE REQUESTED 11 24 74	5. CATEGORY OF EMPLOYMENT REGULAR	
6. RANKS XX 110 V	7. PAY AND INC ^{RS} 010 V	8. PAY AND INC ^{RS} 010 U	9. PAY AND INC ^{RS} 5230 0121 0002	10. LEGAL AUTHORITY (Completed by Office of Personnel) 50 USC 403 J	
11. ORGANIZATIONAL DESIGNATIONS: DDU /CCS REGISTRY			12. LOCATION OF OFFICES STATION WASH., D. C.		
13. POSITION TITLE RECORDS ADMIN OF CH (12)			14. POSITION NUMBER 0061	15. CAREER SERVICE DESIGNATION DAC	
16. CLASSIFICATION SCHEDULE (CSCA)		17. OCCUPATIONAL SERIES 0344.01	18. GRADE AND STEP 12 3	19. SALARY OR RATE \$ 19,693	
20. REMARKS					
CONCURS: <u>SS/SE/TBZ</u> (Type/Signature)					
21. DATE SIGNED 13 Nov 74			22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <u>Kelvin H. Walker</u>		23. DATE SIGNED 15 Nov 74
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
24. ACTION CODE 22 10	25. EMPLOY CODE 39115 CC E	26. STATION CODE 75613	27. SEPARATE CODE 1	28. DATE OF RELEASE 01-20-78	29. DATE OF RELEASE 11-24-74
30. SEPARATE DATA NO. DA. TB.	31. SEPARATE DATA REF ID: E	32. SEPARATE DATA CODE	33. SEPARATE DATA TYPE	34. SEPARATE DATA CODE	35. SEPARATE DATA CODE
36. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-00 1-59 2-10 3-10	37. LEAVE CAS CODE 000	38. FEDERAL TAX DATA FORM EXECUTED 1-11 2-00	39. STATE TAX DATA FORM EXECUTED 1-11 2-00		
40. POSITION CONTROL CERTIFICATION 11-15-74			41. O.P. APPROVAL D. M. Dechant		
42. DATE PREVIOUS EDITION 11-15-74			43. DATE APPROVED 25 NOV 1974		
44. IMPORT CL BY: 007622					

SECRET

(If this is filled in)

REQUEST FOR PERSONNEL ACTION							DATE PREPARED 21 August 1973	
1. SERIAL NUMBER 010032		2. NAME (Last-First-Middle) WOODS, JAMES S.						
3. NATURE OF PERSONNEL ACTION TRANSFER TO VACANT POSITIONS, REASSIGNMENT AND DELEGATION OF M.S.C.A.		4. EFFECTIVE DATE REQUESTED 09 16 73			5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS XX		V TO V CP TO V	V TO G CP TO G	7. PAY AND PERIOD 4230 0121 0002			8. LOCAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC		10. LOCATION OF OFFICIAL STATION WASH., D.C.						
11. POSITION TITLE RECORDS ADMIN OF CH		12. POSITION NUMBER (12) 0061			13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01			16. GRADE AND STEP 11 6			17. SALARY OR RATE 16,326
18. REMARKS HOME BASE: SS					CONCUR FOR CIA W-2: PVS			CCS/OCB/S
CONCUR: <input type="text"/> (TELECOORD) C/EUR/PERS								
CONCUR: <input type="text"/> (TELECOORD) DDP/RECORDS MGMT OFFICER								
18A. SIGNATURE OF REQUESTING OFFICIAL Erich W. Isenstead, C/CCS			DATE SIGNED 11/13		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			DATE SIGNED
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE 16	20. EMPLOYEE CODE 10	21. OFFICE CODING NUMERIC 39100 CCS	22. STATION CODE ALPHABETIC 15013	23. INTEGAL CODE CODE	24. HQDTS CODE 1	25. DATE OF BIRTH MO. DA. YR. 02 20 28	26. DATE OF DEATH MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
28. RET. EXPENS XXXXXXX	29. SPECIAL REFERENCES MO. DA. YR.	30. RETIREMENT DATA 1-CSC 2-OEUR 3-FIRE 4-BORN	31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA MO. DA. YR.	EOD DATA			33. SECURITY REG. NO. 34. SEX
35. VET. PREFERENCE CODE 0-BORN 1-S-PT 2-10-PT	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CART/BEST PROV/TEMP	39. FELGI/HEALTH INSURANCE 1-RAVER 2-REG 3-INELIGIBLE	40. HEALTH INS. CODE			41. SOCIAL SECURITY NO.
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-BD PREVIOUS SERVICE 1-BD, BELL IN SERVICE 2-BELL IN SERVICE (LESS THAN 3 YEARS) 3-BELL IN SERVICE (MORE THAN 3 YEARS)	43. LEAVE CAT. CODE CODE	44. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	45. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	46. NO. TAX EXEMPTIONS CODE	47. NO. TAX EXEMPTIONS CODE	48. STATE CODE	49. STATE CODE	
50. POSITION CONTROL CERTIFICATION 8-23-83	51. LEAVE APPROVAL KFR/JP EUR MAY 1973	52. O.P. APPROVAL KCB/STHLS	53. DATE APPROVED 8 Aug 73					
FORM 1152 USE PREVIOUS EDITION 8-72								
SECRET CLASSIFIED BY 01-07-1973 EX-2 APR 88								

(4)

14 00000
CONFIDENTIAL
(When filled in)

NOTE TO PCS RETURNEES

Personnel processing in from a PCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct Handbook and the information for PCS returnees. This information is contained in a notebook provided by the CPB Receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

JAMES S WOODS

NAME
(Please Print)

James S Woods 11 Sept 73

Signature

Date

CONFIDENTIAL
(When filled in)

Group 1 - Excluded from
automatic downgrading
and declassification.

17 APR 1973

Certificate of Exceptional
Service (for Vietnam)

VIETNAM (Contract Employees)

SECRET

(If Area Filled In)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED											
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						24 January 1973											
010032		WOODS, JAMES S.																	
3. NATURE OF PERSONNEL ACTION								4. EFFECTIVE DATE REQUESTED											
PROMOTION								02 04 73											
5. RANKS		V TO V	V TO G	6. PAY AND INCRA		7. PAY AND INCRA		8. CATEGORY OF EMPLOYMENT											
		C TO V	X C TO G					REGULAR											
9. ORGANIZATIONAL DESIGNATIONS								10. LOCATION OF OFFICIAL STATION											
DDP/EUROPEAN DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH								ROME, ITALY											
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION													
A.D.M. RECORDS ATTENDANT OF RECORDS (009)				0699		D													
14. CLASSIFICATION SCHEDULE (GS, LS, RS, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE											
GS				0344 01		11.6		\$16326											
18. SIGNATURE OF REQUESTING OFFICIAL																			
C/E/PERS				DATE SIGNED		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER													
1/21/73				2/21/73															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																			
20. ACTION CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGEE CODE		24. MO. DA. TR.		25. DATE OF GRADE									
32 10		44750 EUR 36533								02 04 73									
26. PAY EXPENS		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. CORRECTION/CANCELLATION DATA TYPE		31. SECURITY REG. NO									
MO. DA. TR. 02 03 73		81		CODE				MO. DA. TR.		32. SECURITY REG. NO									
35. PAY PREFERENCE		36. SEV COMP DATE		37. LOSS COMP DATE		38. CAREER CATEGORY		39. FEGLY/HEALTH INSURANCE		40. SOCIAL SECURITY NO									
CODE		MO. DA. TR.		MO. DA. TR.		LAB/INST. PROF/TEMP		CODE		CODE									
1-BE2 1-5 PT 2-10 PT								0-WAVES 1-BEG 2-REG/OPT 3-INELIGIBLE		HEALTH INS. CODE									
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE						42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA							
								FORM EXECUTED		CODE		NO TAX EXEMPTIONS		FORM EXECUTED		CODE		NO TAX EXEMPT STATE CODE	
								1-YES 2-NO						1-TTS 2-NO					
45. POSITION CONTROL CERTIFICATION						2-2-73		46. O.P. APPROVAL				2-2-73		DATE APPROVED					
JMW						R. J. STS				2/21/73									

UNCLASSIFIED INTERNAL
USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

JAMES WOODS

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. E/PERS/TEDDY

4 Feb

2. C/E/PERS

Tele

3. C/E/BER

S

4. E/PERS/JON

131 Jan

5. C/IS/PERS

1 Feb
7 Feb 73 0000

for concurrence

6. CSPS/SOB GG10

2/2/73 Jan

for concurrence

7. OP/PI 5E03

8. Subject will be assigned as
Ch Plg + RPAO DOP/CCS upon
his return to Hqs (about
Aug 73), vice Elton

118

9. Mr. Woods will be assigned
to CCS/RPAO position
0061 - vice Mr. Michael
Even.

10.

11.

12.

13.

14.

15.

FORM
3-62610 USE PREVIOUS
EDITIONS SECRET CONFIDENTIAL INTERNAL
USE ONLY UNCLASSIFIED

SECRET

(D Area Field 1a)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED		
						15 MARCH 1971		
1. SERIAL NUMBER 010032	2. NAME (Last-First-Middle) WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT			
			MONTH 05	DAY 30	YEAR 71	REGULAR		
6. FUNDS		V TO V X	V TO G	7. FINANCIAL ANALYSIS NO CHARACTERISTIC		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
		C TO V	C TO G	1136-1267				
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH			10. LOCATION OF OFFICIAL STATION ROME ITALY					
11. POSITION INFO RECORDS ADM OF (09)			12. POSITION NUMBER 0699		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS LEVEL)			15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 10-7	17. SALARY OR PAY 13,821		
18. REMARKS 1 cc: Payroll From: DDP/EUR DEVELOPMENT COMPLEMENT No Language Required. PRA HR 20-17E(1) (B) NTE TWO YRS								
18A. SIGNATURE OF REQUESTING OFFICIAL <i>Willford C Taylor</i>			DATE SIGNED 3/15/71		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>John C. Bledsoe</i>		DATE SIGNED 3/17/71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE 20	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 44603	22. STATION CODE 31633	23. INTEGEE CODE 3	24. HODGES CODE 3	25. DATE OF BIRTH MO. DA. YR. 02 20 28	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LST MO. DA. YR.
28. HIRE DATE MO. DA. YR. 05 29 73		29. SPECIAL REFERENCE 82	30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA MO. DA. YR.	33. SECURITY REG. NO.	34. SEX
35. VIT PREFERENCE CODE: 0-NONE 1-S. PT 2-10 PT		36. SERV COMP DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE: 1-BSF 2-TEMP	39. FEGL/HEALTH INSURANCE CODE: 0-WAITED 1-155	40. SOCIAL SECURITY NO		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE: 0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	45. POSITION CONTROL CERTIFICATION <i>5-7-71</i>	46. O.P. APPROVAL <i>C. Bledsoe</i>	DATE APPROVED <i>5-10-71</i>
P. 1								

SECRET

(0 Rev. 1 Oct. 67)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
1. SERIAL NUMBER 010032		NAME (Last-First-Middle) WOODS, JAMES S						02 DECEMBER 1970			
2. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS								4. INFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 13 70			
5. FUNDS XX		V TO V C TO V.		V TO C C TO C		6. CATEGORY OF EMPLOYMENT REGULAR					
7. FINANCIAL ANALYSIS NO. CHARGEABLE 1236-1186		8. LEGAL AUTHORITY (Completed by Office of Personnel)									
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR DEVELOPMENT COMPLEMENT		10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.									
11. POSITION TITLE RECORDS ADM. OFFICER		12. POSITION NUMBER 9997						13. CAREER-SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 10 7		17. SALARY OR RATE \$ 13,041					
18. REMARKS 2cc: SECURITY cc: PAYROLL <i>Other</i>								19. SECURITY APPROVAL REQUEST BY PERIOD 12/4/70 plus 10/10/70			
FROM: DDP/EUR/FOREIGN FIELD LONDON, ENGLAND SLOT# 0254											
NTE: 30 June 1971 Pending Assignment											
10A. SIGNATURE OF REQUESTING OFFICIAL <i>WILLFORD C. TAYLOR, C/E/PON</i>		DATE SIGNED 3 Dec 70		10B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>WILLFORD C. TAYLOR</i>		DATE SIGNED 3 Dec 70					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 16 18	20. EMPLOY. CODE H46472 12/12	21. OFFICE CODING NUMERIC ALPHABETIC 35313	22. STATION CODE	23. INTRIGUE CODE	24. HOOKS CODE 1	25. DATE OF BIRTH 02 20 18	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LES MO. DA. YR.			
28. HTS EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE ECC CEN CIA NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. CORRECTION CANCELLATION DATA CODE	33. SECURITY REG. NO. EOD DATA	34. SEC. EXPI.					
35. VET. PREFERENCE CODE 0-NOSE 1-10 PT 2-10 PT	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/BSP. - PROV/LEAP CODE	39. FEET/HEALTH INSURANCE CODE U-WAIVER 1-YES	40. SOCIAL SECURITY NO. CODE						
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42. LEAVES CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-TS 2-RD	44. STATE TAX DATA FORM EXECUTED 1-TS 2-RD								
45. POSITION CONTROL CERTIFICATION 12-8-70	46. OP APPROVAL Mar W Heat	47. DATE APPROVED 12/8/70									

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED				
1. SERIAL NUMBER	2. NAME (Last-First-Middle)							20 JANUARY 1971				
010032	WOODS JAMES S.											
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS (CORRECTION)				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT						
				MONTH	DAY	YEAR	REGULAR					
				C	10	71						
6. FUNDS				V TO V	V TO C	7. FINANCIAL ANALYSIS NO CHARGEABLE				8. LEGAL AUTHORITY (Completed by Office of Personnel)		
				XX	0 TO V	0 TO C	1234-1186					
9. ORGANIZATIONAL DESIGNATIONS DDP/EPU DEVELOPMENT COMPLEMENT				10. LOCATION OF OFFICIAL STATION								
				WASHINGTON, D.C.								
11. POSITION TITLE RECORDS ADM. OFFICER				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION						
				6997		D						
14. CLASSIFICATION SCHEDULE (G.S., E.G., W.R.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE						
GS		0344.01		10 7		\$ 13,821						
18. REMARKS cc: Payroll TO CORRECT EFFECTIVE DATE TO READ 1/10/71 VICE 12/13/70												
				19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED				
AC/E/Pers				1/21/71				1/21/71				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
20. ACTION CODE	21. EMPLOY CODE	22. OFFICE CODING	23. STATION CODE	24. INTEGRITY CODE	25. MOLES CODE	26. DATE OF BIRTH	27. DATE OF GRADE	28. DATE OF LEI				
58	18	44991 EUR 7513			1	02 20 1971						
29. DATE EXPIRES		30. SPECIAL REFERENCE	31. RETIREMENT DATA	32. SEPARATION DATA CODE	33. CORRECTION/CANCELLATION DATA	34. SECURITY REG. NO.	35. SEX					
MO. DA. YR.					TYPE: 16 12 23 70	EOD DATA.						
36. VET PREFERENCE		37. SERV. COMP. DATE	38. LONG. COMP. DATE	39. CAREER CATEGORY	40. FED. / HEALTH INSURANCE	41. SOCIAL SECURITY NO						
CODE: 0-BUREAU 1-F-1-PF 2-F-2-PF 3-F-3-PF 4-F-4-PF 5-F-5-PF 6-F-6-PF 7-F-7-PF 8-F-8-PF 9-F-9-PF 10-F-10-PF		MO. DA. YR.	MO. DA. YR.	CODE: 0-BUREAU 1-F-1-PF 2-F-2-PF 3-F-3-PF 4-F-4-PF 5-F-5-PF 6-F-6-PF 7-F-7-PF 8-F-8-PF 9-F-9-PF 10-F-10-PF	CODE: 0-BUREAU 1-F-1-PF 2-F-2-PF 3-F-3-PF 4-F-4-PF 5-F-5-PF 6-F-6-PF 7-F-7-PF 8-F-8-PF 9-F-9-PF 10-F-10-PF	CODE: 0-BUREAU 1-F-1-PF 2-F-2-PF 3-F-3-PF 4-F-4-PF 5-F-5-PF 6-F-6-PF 7-F-7-PF 8-F-8-PF 9-F-9-PF 10-F-10-PF						
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE		43. LEAVE CAT. CODE	44. FEDERAL TAX DATA			45. STATE TAX DATA						
CODE: 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)			FORM EXECUTED	CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE	MO. TAX EXEMPT.	STATE CODE			
			1-YES 2-NO			1-YES 2-NO						
46. POSITION CONTROL CERTIFICATION		1-26-71			47. O.P. APPROVAL			DATE APPROVED				
					J. Woods J. Woods			1/26/71				

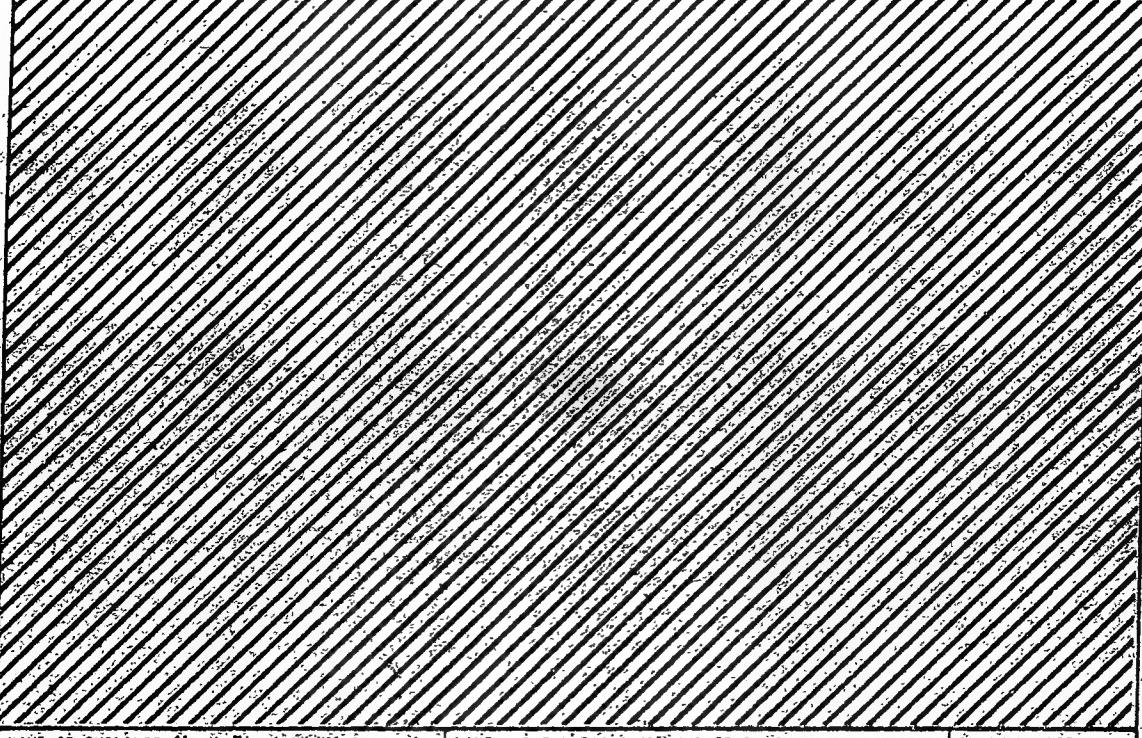
SECRET
(If box is filled in)

DATE PREPARED

12 FEBRUARY 1971

REQUEST FOR PERSONNEL ACTION					
1. SERIAL NUMBER 010032	2. NAME (Last-First-Middle) WOODS, JAMES S				
3. NATURE OF PERSONNEL ACTION CHANGE OF PAY			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 19 71	5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X	V TO V	V TO C	7. FINANCIAL ANALYSIS NO. CHARACTER 1236-1186		
C/POLY	C/POLY	C/POLY	8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DOP/EUR DEVELOPMENT COMPLEMENT			10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.		
11. POSITION TITLE RECORDS ADM OFFICER		12. POSITION NUMBER 9997	13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LS, GS/L)		15. OCCUPATIONAL SERIES GS 0344.01	16. GRADE AND STEP 10 7	17. SALARY OR RATE \$ 13,821	
18. REMARKS FROM 1234-1186 cc: Payroll <i>KTB/EUR</i>					
19A. SIGNATURE OF REQUESTING OFFICIAL <i>Keller</i> WILLFORD C. TAYLOR, C/E/POL			DATE SIGNED 12 Feb 71	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Principal Agent</i> 17 Feb 71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACTION CODE 37	21. OFFICE CODING NUMERIC 44997	22. STATUS CODE ALPHABETIC EUR 75013	23. INTEGRITY CODE CODE	24. MOLES CODE 1	25. DATE OF BIRTH MO. DA. YR. 02 20 47
26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.				
28. RATE EXPRESSES NO. GA. FD.	29. SPECIAL REFERENCE 1-ES 2-OCM 3-FICA 4-NONE	30. RETIREMENT DATA SOCR	31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA MO. DA. YR.	33. SECURITY REG. NO. REG. NO.
34. VIT. PREPENSE CODE 0-BORN 1-5 PT. 2-10 PT.	35. SELN. COMP. DATE MO. DA. YR.	36. LONG TERM RATE MO. DA. YR.	37. CAREER CATEGORY CAR/PEN PROV TEMP	38. FEGL/HEALTH PAYMENTS CODE 1-VIS 2-VIS	39. STATE TAX DATA CODE 1-VIS 2-VIS
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO 1-BD 2-BEAK IN SERVICE 3-BREAK IN SERVICE (LESS THAN 3 YEARS) 4-BREAK IN SERVICE (MORE THAN 3 YEARS)	41. LEAVE CAT CODE	42. FEDERAL TAX DATA FORM EXECUTED 1-VIS 2-VIS	43. MO. TAX EXEMPTIONS CODE 1-VIS 2-VIS	44. STATE TAX DATA CODE 1-VIS 2-VIS	
45. POSITION CONTROL CERTIFICATION 2-1P-71 un	46. O.P. APPROVAL W.R.Th	47. DATE APPROVED 2-1P-71			

14 00000
SECRET
(When Filled In)

		
NAME OF EMPLOYEE (Last-First-Middle) WOODS, JAMES S.	NAME AND RELATIONSHIP OF DEPENDENT* SELF	CLAIM NUMBER 70-0961
<p>There is on file in the Personal Affairs Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>6 MAY 1970</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE 19 JUNE 1970	SIGNATURE OF PSD REPRESENTATIVE /B/ R. L. Austin, Jr.	
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

14 00000
S E C R E T

Approved
14 May 1968

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion for Mr. James S. Woods
from GS-09 to GS-10

I. FE Vietnam Operations concurs in the field recommendation for the promotion of Mr. James S. Woods from GS-09 to GS-10. Following is the recommendation from the Chief, Operational Services Branch, Vietnam Station.

"Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

"As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

"Subject has energetically applied himself to improving procedures within his Section and to the cross-training of employees under his supervision to provide flexibility in his operations. His efforts in those areas bore welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever-increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the in-country courier runs which were interrupted for a few days by circumstances beyond his control.

"Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel."

S E C R E T

14 00000
S E C R E T

2

"Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level."

2. If promoted, Subject will occupy the position of IO General, GS-11, Slot # 4984.

John Caswell
[Redacted]
Chief, Vietnam Operations

S E C R E T

14 00000
S E C R E T

4 March 1968

- MEMORANDUM FOR: Chief of Station

SUBJECT : Recommendation for Promotion -
Mr. James S. Woods

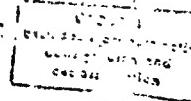
1. It is recommended that Subject be promoted from GS-09 to GS-10. Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

2. As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in a highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

3. Subject has energetically applied himself to improving procedures within his Section and to the cross training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bore welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the in-country courier runs which were interrupted for a few days by circumstances beyond his control.

4. Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his Section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

S E C R E T



1400000
S E C R E T

- 2 -

5. Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level.

/s/ [redacted]

Chief, OSB

CONCUR /s/ [redacted]
Acting Deputy Chief of Station

APPROVE: /s/Lewis J. Layham
Chief of Station

S E C R E T

PRA SECRET
10 Jan 68 (a)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED		
1 SERIAL NUMBER	2 NAME (Last-First-Middle)					8 Oct 1968		
010032	WOODS, JAMES S.							
3 PURPOSE OF PERSONNEL ACTION								
REASSIGNMENT								
4 PANS	V TO V	V TO O	5 EFFECTIVE DATE REQUESTED			6 CATEGORY OF EMPLOYMENT		
	C TO V	XX	O TO O	DAY	MONTH	REGULAR		
7 FINANCIAL ANALYSIS NO CHAROBANE						8 LEGAL AUTHORITY (Completed by Office of Personnel)		
9136 1214								
10 LOCATION OF OFFICIAL STATION								
LONDON, ENGLAND								
11 POSITION TITLE						12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION	
						0251	D	
14 CLASSIFICATION SCHEDULE (G, L, M, N)						15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
08						0344.01	10 6	\$ 10,877
18 REMARKS						PRA 20-F1-D(1a)(3) N 715 2 Y 1 vice Comogene Litzinger		
COMCUE: [] F2/Perf By Phone								
25a Attached:								
18A SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER			DATE SIGNED	
HILLFORD C. TAYLOR, C/E/Perf			Taylor	Robert H. White			8 Oct 1968	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING	22 STATION CODE	23 INDUS/PROF CODE	24 MIGRS	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEA
3710	44525	EUR 21025			3	62 20 28		
28 ETS CODES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA	32 CORRECTION/CANCELLATION DATA	33 RETIREMENT DATA	34 SEC		
1100 370	5.3							
35 ETS PAYMENTS	36 SERV. COUP. DATE	37 LONG COUP. DATE	38 CAREER CAREERS	39 MEDICAL/HEALTH INSURANCE	40 SOCIAL SECURITY NO			
COUP	MO. DA. YR.	MO. DA. YR.	CAR RENT PROT/TEMP	CODE 0-BART. 1-YHS	HEALTH INS. CODE			
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE	42 LEAVE (AT)	43 FEDERAL TAX DATA	44 STATE TAX DATA					
CODE	CODE	FORM EXECUTED 1-PD 2-DO	MO. TAX EXEMPTIONS	FORM EXECUTED 1-PD 2-DO	CODE	STATE TAX CODE		
5-GO PREVIOUS SERVICE 1-CIVILIAN SERVICE 3-CIVILIAN SERVICE (LESS THAN 3 YEARS) 5-CIVILIAN SERVICE (MORE THAN 3 YEARS)								
45 POSITION CONTROL CERTIFICATION						46 OP APPROVAL	DATE APPROVED	
From FEE						7	10-28-68	
FCCM 1152 USE PREVIOUS EDITION								
SECRET						GROUP 1 EXCLUDE FROM AUTOMATIC DECLASSIFICATION AND DECLASSIFICATION		

SECRET

(Do Not Fill In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED
1 SERIAL NUMBER 010032	2 NAME (Last-First-Middle) WOODS JAMES S					23 July 1968
3 NATURE OF PERSONNEL ACTION PROMOTION			4 EFFECTIVE DATE REQUESTED 07 28 68		5 CATEGORY OF EMPLOYMENT REGULAR	
6 RANKS O PUNCS	V TO V C TO V	V TO O X O TO O	7 FINANCIAL ANALYSIS NO CHARGEABLE 9137 1487		8 LEGAL AUTHORITY (Completed by Office of Personnel) SAIGON, SOUTH VIETNAM.	
9 ORGANIZATIONAL DESIGNATIONS DOP/PS FORSON FIELD PS/PSO - VIETNAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION BIOGRAPHIC UNIT			10 LOCATION OF OFFICIAL STATION SAIGON, SOUTH VIETNAM.			
RECORDS ADMIN OF			D 11	11 POSITION NUMBER 10847	12 CAREER SERVICE DESIGNATIONS D	
13 CLASSIFICATION SCHEDULE (C.S.)		14 OCCUPATIONAL SERIES GS		15 GRADE AND STEP 0344.01	16 SALARY OR RATE S 10847	
17 REMARKS RECORDS ADMIN OFFICER OCCUPYING 10 GENERAL POSITION.						
18A CFO/PERSO		18B DATE SIGNED 23 July 68		18C SIGNATURE OF CAREER SERVICE APPROVING OFFICER Robert M. Smith		18D DATE SIGNED 23 July 68
19 SPACE PROVIDED FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
19. ACTION CODE 22 10	20. PERIOD OF SERVICE CODE 1-10 10	21. PAY GRADE CODE FE 7705	22. PAY LEVEL CODE 1	23. PAYROLL CODE CODE 3	24. HOURS CODE 1	25. DATE OF BIRTH MO. DA. YR. 3 23 20 28
26. PAY POINTS CODE 1-10 10	27. SPECIAL REFERENCE CODE 1-COM 2-COM 3-FICA 4-BEN	28. SEPARATION DATA CODE 0000	29. CORRECTION CANCELLATION DATA TYPE CODE 0000	30. SECURITY REG NO CODE 0000	31. SECURITY REG NO CODE 0000	32. SEX CODE M
33. PAY PROPERTY CODE 1-10 10	34. SERV COMP DATE CODE 0000	35. LDG&STP. DATA CODE 0000	36. CAREER CATEGORY CAT POSN PROV TEMP CODE 0000	37. FEGLI, HEALTH INSURANCE CODE 0-100 1-YES 2-NO	38. STATE TAX DATA CODE 0000	39. SOCIAL SECURITY NO CODE 0000
40. PERIOD OVERSEAS GOVERNMENT SERVICE CODE 0-10 YEARS & 6 MONTHS 1-10 YEARS & 6 MONTHS 2-1000+ YEARS (LESS THAN 3 YEARS) 3-1000+ YEARS (MORE THAN 3 YEARS)	41. LEAVE LST CODE 0000	42. FEDERAL TAX DATA FORM EXECUTED CODE 1-75 2-80	43. NO TAX EXEMPTIONS CODE 0000	44. STATE TAX DATA FORM EXECUTED CODE 1-75 2-80	45. DATE APPROVED CODE 0000	46. DATE APPROVED CODE 0000
47. POSITION CONTACT CERTIFICATION Signature			48. O.P. APPROVAL Signature			49. DATE APPROVED Signature

SECRET

(If Area Filled In)

DATE PREPARED

17 NOVEMBER 1966

REQUEST FOR PERSONNEL ACTION												
1. SERIAL NUMBER	2. NAME (Last-First-Middle)			3. DATE PREPARED								
010032	WOODS, JAMES S.			17 NOVEMBER 1966								
4. NATURE OF PERSONNEL ACTION REASSIGNMENT				5. EFFECTIVE DATE REQUESTED	6. CATEGORY OF EMPLOYMENT							
				MONTH DAY YEAR 12 66	REGULAR							
7. PURPOSE	V TO V	V TO O		7. FINANCIAL ANALYSTS NO CHARGEABLE	8. LEGAL AUTHORITY (Completed by Officer of Personnel)							
	CP TO V	X	O TO O	7137-1487								
9. ORGANIZATIONAL DESIGNATIONS DDP/FE/FOREIGN FIELD FE/VNC - VIETNAM STATION				10. LOCATION OF OFFICIAL STATION								
EXECUTIVE OFFICE REGISTRY SECTION				SAIGON, SOUTH VIETNAM								
11. POSITION TITLE RECORDS ADMIN OF GS-11				12. POSITION NUMBER 4127	13. CAREER SERVICE DESIGNATION D							
14. CLASSIFICATION SCHEDULE (G.S. E.A. OR.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP 0344.01 09/1A 7	17. SALARY OR RATE \$ 9001-9262 ✓							
18. REMARKS FROM: JKTO/TOKYO STATION/OFFICE OF THE CHIEF, CENTRAL REGISTRY AND RECORDS SECTION												
19. ACTION CODE			20. EMPLOY CODE	21. OFFICE CODING NUMERIC	22. STATION CODE	23. INITIALE CODE	24. HOURS CODE	25. DATE OF BIRTH MO DA YE	26. DATE OF CRAZ MO DA YE	27. DATE OF DE MO DA YE	28. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	29. DATE SIGNED
3M 10			45500	EE	72265	5	5	02 20 20			<i>V. Woods</i>	28 Nov 1966
30. RITE EXPIRES MO DA YE		31. SPECIAL REFERENCE 1-EX 2-FNS 3-WRS	32. RETIREMENT DATA CODE	33. SEPARATION DATA CODE	34. CANCELLATION DATA CODE	35. EOD DATA	36. SECURITY REQ RD	37. SECURITY REQ RD				
38. VIT PREFERENCE CODE 0-None 1-1 PT 2-10 PT		39. SERV COMP DATE MO DA YE	40. CAMP DATA MO DA YE	41. CAREER CATEGORY CODE 0-BEST 1-BEST 2-BEST	42. FEELING HEALTH INTEGRITY CODE 1-MINT 2-MED 3-BEST	43. MEDICAL DATA CODE 1-MINT 2-MED 3-BEST	44. SOCIAL SECURITY ID CODE	45. STATE TAX DATA CODE 1-None 2-MED 3-BEST				
46. PREVIOUS CIVILIAN GOVERNMENT SERVICE				47. LEAVE CAT CODE	48. FEDERAL TAX DATA CODE 1-HS 2-HG	49. STATE TAX DATA CODE 1-HS 2-HG	50. DATE APPROVED <i>R. Woods</i>	51. DATE APPROVED <i>11/1/66</i>				
52. USE PREVIOUS EDITION						53. GROUP I CALCULATED FROM AUTOMATIC COMPUTERS BY DATA PROCESSING						

SECRET

GROUP I
CALCULATED FROM AUTOMATIC COMPUTERS BY DATA PROCESSING

SECRET

F-14

(If Area Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER	2. NAME (Last-First-Middle)					18 Nov 66	
010032	WOOLS, JAMES S.						
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 18 66	
5. PAY GRADE	V TO V	V TO O	7. FINANCIAL ANALYSIS NO CHANGES			8. CATEGORY OF EMPLOYMENT REGULAR	
6. PAY GRADE	C TO V	X	O TO O	9. 7137-1566			10. LOCATION OF OFFICIAL STATION TOKYO, JAPAN
11. ORGANIZATIONAL DESIGNATIONS						12. POSITION NUMBER DIP/PR	
13. CAREER SERVICE DESIGNATION						14. POSITION NUMBER	
15. OCCUPATIONAL SERIES						16. GRADE AND STEP 9	
17. SALARY OR RATE \$						18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.	
18A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. REASON FOR LEAVE	20. EMPLOYMENT CODE	21. OFFICE CODING NUMERIC	22. STATION CODE	23. INTEGRIE CODE	24. HODGES CODE	25. DATE OF BIRTH MO DA YE	26. DATE OF GRAD. MO DA YE
27. REASON FOR LEAVE	28. SPECIAL REFERENCE	29. RETIREMENT DATA 1-EARLY 2-LATE 3-REGULAR	30. SEPARATION DATA CODE 2	31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA TYPE	33. SECURITY REG NO REG NO	34. SET
35. VET PREFERENCE CODE	36. LAST COMP DATE MO DA YE	37. LONG LMP DATE MO DA YE	38. CAREER CATEGORY CAT REG PER TEMP	39. FEDERAL HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO HEALTH INS CODE	41. STATE TAX DATA	
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-03 PREVIOUS SERVICE 1-04 EARLIER IN SERVICE 2-05 LATER IN SERVICE (LESS THAN 3 YEARS) 3-06 LATER IN SERVICE (MORE THAN 3 YEARS)			43. LEAVE CAT CODE	44. FEDERAL TAX DATA PGM EXECUTED CODE	45. NO TAX EXEMPTIONS CODE	46. FORM EXCLUDED 1-165 2-80	47. STATE TAX DATA CODE NO TAX EXEMPT STATE CODE
48. POSITION CONTROL CERTIFICATION 11-21-66N				49. O.P. APPROVAL See memo signed by D/Pers dated 16 NOV		50. DATE APPROVED	

5 January 1966

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion
of Mr. James S. Woods
from GS-9 to GS-10

1. It is strongly recommended that Mr. James S. Woods be promoted from GS-9 to GS-10. Mr. Woods entered on duty with the Agency in April 1952 as a GS-3 Records and File Clerk assigned to RRD. Since that time Mr. Woods has served as a Recovery Analyst at Headquarters [redacted] Manila, and since 1951 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade at a GS-9 since 1958. He was previously recommended for promotion to GS-10 in November 1964 and June 1965.

2. In the previous recommendation for the Tokyo Station, 9 November 1964, the following committed on Mr. Woods as follows:

"A. Mr. Woods is now on his second tour as Chief of the Tokyo Central Registry. This unit is located at Japan Air Station and handles all correspondence for all Station elements. In view of the fact that the location is located in a different geographic location, a great deal of responsibility is given to Mr. Woods in [redacted] are that action responsibility in incoming cables is rapid and accurately executed, dispatched and correctly coded and processed, correspondence from other local military commands is correctly analyzed and routed. The Japanese-day calendar system is [redacted] being often used, and the Staff Memoranda is rapidly handled by [redacted] telephone.

"B. The Registry is presently composed of six employees. In addition to Mr. Woods, [redacted] Chief of this section, Mr. Woods does an exemplary job in supervising these employees with the result that the Central Registry is one of the most functioning units."

Not Approved

3/1/66

Group 1
Excluded from automatic
downgrading and
declassification

SECRET

140000
"C. In addition to his regular duties, Mr. Woods is highly
skilled in ways to improve the efficiency of the Station, particularly
and to be of great assistance to the Station as a whole, several of
his ideas have been adopted by the Station with a resulting increase
in effectiveness. His positive approach to all problems can be
cheerfulness and willingness to perform any task have benefited both
the Station and the Agency.

"D. In view of Mr. Woods' demonstrated ability to provide
leadership to the Station, Region and his positive approach to the
solution of the many problems which daily beset this unit, it is
strongly recommended that he be promoted from GS-9 to GS-10 at
the earliest opportunity.

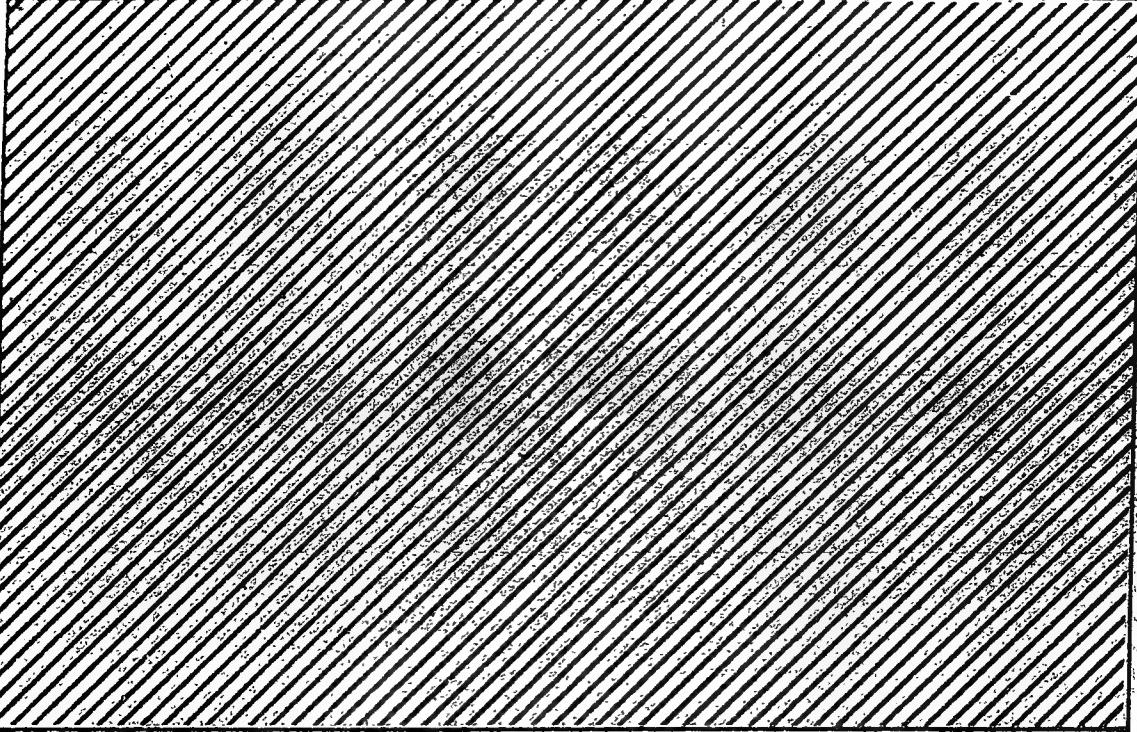
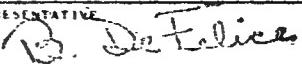
"Mr. Woods has continued to perform in an off-all "Player" manner as
indicated in his recent "Final Report." He readily planned and effectively
implemented the move of the Club's equipment from one location to another. In
addition, as on 22 November 1963, the present Chief of Station, Frank T. Hagan, reported
"There is little or no addition to his present authority recommendation dated
8 November 1964, for promotion of Mr. Woods. He is performing all his duties as
Chief of the Lake Station headily with skillful and dispatch. He is a strong
operator who undoubtedly will be able in the minimum amount of time
of his personnel and materials."

"E. The Airman Board found Mr. Woods, recommended in this qualification
and if Mr. Woods be promoted to GS-10, a length of service
will be required before promotion. It would be desired to have GS-10 at this
time.

Terry T. Shima
Richard G. Davis
Chair, PERMCO

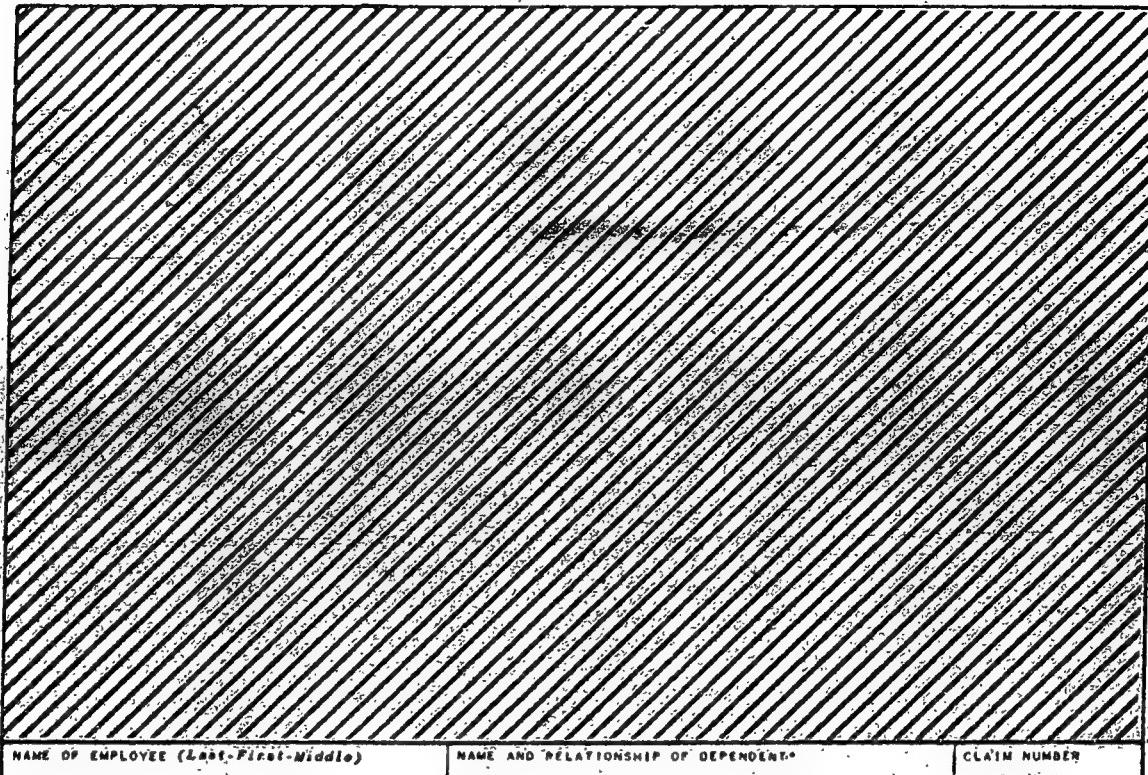
14-00000
SECRET

(When Filled In)

		
NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT	CLAIM NUMBER
Woods, James S.	Louise A. - wife	66-502
<p>There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>26 October 1965</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE <u>17 DEC 1965</u>	SIGNATURE OF BSO REPRESENTATIVE 	
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

SECRET

(When Filled In)



NAME OF EMPLOYEE (LAST-FIRST-MIDDLE)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Woods, James S.	Wife - Louise A.	66-148

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, 26 June 1965
injury, or death incurred on _____.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE 17 AUG 1965	SIGNATURE OF OSD REPRESENTATIVE B. DeTalice
----------------------------------	--

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED		
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				10 Feb 1961		
110032		WOODS, James S.						
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT		
Reassignment and Transfer to Confidential - funds 03 19				1961		Regular		
6. FUNDS		V TO V	X	V TO CF		7. COST CENTER NO. CHARGE		
		CF TO V		CF TO CF		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
8. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION						
DDP/FE FE/JAO Tokyo Station Office of the Chief Central Registry and Records Section		Tokyo, Japan						
11. POSITION TITLE		12. POSITION NUMBER		13. PCR CONTROL NO.		14. CAREER SERVICE DESIGNATION		
Intel Analyst - Gen		12-D		3061		D		
15. CLASSIFICATION SCHEDULE (GS, LS, etc.)		16. OCCUPATIONAL SERIES		17. GRADE AND STEP		18. SALARY OR RATE		
GS		0132.36		09 3		6765		
19. REMARKS								
FROM: FE/Office of the Chief/2461 tray 1 1cc - Security								
Form 259 forwarded to Medical Staff Departure Date: 31 March 1961 FE/CMC Approved								
20. SIGNATURE OF APPROVING OFFICER ROBERT D. CASHMAN, CFE PERSONNEL				21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER D. Reedy				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
22. ACTION NO. EMPLOYEE CODE		23. OFFICE CODE		24. STATION CODE		25. BIRTH DATE / DATE OF BIRTH	26. DATE OF DEATH	27. DATE OF RETIREMENT
A 11 5130		1/2		3		02 20 28		
28. DATE OF DEATH		29. RETIREMENT DATE		30. TERMINATION/REINSTATEMENT DATE		31. SECURITY CLEARANCE NO.	32. SECURITY CLEARANCE NO.	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	MO. DA. YR.	
33. VET. PREFERENCE		34. SERV. PERIOD. DATE		35. MIL. TERM & CREDIT CODE		36. FEHRS & HEALTH INSURANCE		37. SOCIAL SECURITY NO.
CODE		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.
0 = NONE 1 = 5 yrs. 2 = 10 yrs.				1 = 100 2 = 50		1 = 100 2 = 50		1 = 100 2 = 50
38. PREVIOUS GOVERNMENT SERVICE DATA		39. VETERAN DATA		40. TAX EXEMPTIONS		41. STATE TAX DATA		42. STATE TAX DATA
CODE		CODE		CODE		CODE		CODE
0 = NO PREVIOUS SERVICE 1 = NO BREAK IN SERVICE 2 = BREAK IN SERVICE LESS THAN 12 mos. 3 = BREAK IN SERVICE MORE THAN 12 mos.				1 = 100 2 = 50		1 = 100 2 = 50		1 = 100 2 = 50
43. POSITION CONTROL CERTIFICATION <i>Kearney 03/13/61</i>							44. O.P.R. APPROVAL <i>D. Reedy</i>	

14 00000
S-E-C-R-E-T

MEMORANDUM FOR: James S. Woods

VIA : Chief, FE

1. The problem of effective management of the operational records of the Clandestine Services is one of our most important responsibilities. In this connection, you have been selected by your Division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your selection is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the objectives of the Clandestine Services. A copy of this memorandum will be placed in your official personnel folder to record your appointment as Records Officer.
2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and index cards recommended for destruction by other members of your Branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RID as that of an officially appointed Records Officer.
3. At the meeting of 16 December 1958 , you were briefed on the details of your duties as Records Officer. It is now considered that you will be able fully to execute your duties as Records Officer and thus make a real contribution to the CS Records Management Program.


WENDELL E. LITTLE
DDP/RMO

cc: Personnel Jacket of Addressee

S-E-C-R-E-T

~~SECRET~~

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet Prof.	5. Sex	6. CS - LOD
510032	WOODS JAMES S	Mo. Da. Yr. 02 20 28	None-O 5 Pt-1 10 Pt-2	M 1	Mo. Da. Yr. 04 21 52
7. SCD	8. C.C. Army	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI	12. LCD
Mo. Da. Yr. 11 12 48	Yes - 1 No - 2	Code 1	Mo. Da. Yr. / / / /	Yes - 1 No - 2	Code 04 21 52
13. BM Current					
14. USCA 403					

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH	Code	15. Location Of Official Station	Station Code		
16. Dept. - Field Dept. Code USMIL - Ergn. 5 RECDS MGMT ANAL	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series		
18. Position No. 3382	GS	0306.01			
21. Grade & Step 09 1	22. Salary Or Rate 5985	23. SD 01	24. Date Of Grade 11 11 68	25. PSI Due 11 15 59	26. Appropriation Number 9 3780 55 006

ACTION

27. Nature Of Action Reassignment	Code 01	28. Eff. Date 3 22 59	29. Type Of Employee Regular	Code 01	30. Separation Date
--------------------------------------	------------	--------------------------	---------------------------------	------------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP/FE Office of the Chief Secretariat	Code	32. Location Of Official Station	Station Code		
		Washington, D. C.	25013		
33. Dept. - Field Dept. Code Ergn. 5 RECDS Mgmt OF	34. Position Title	35. Position No. 2461 58	36. Serv. 37. Occup. Series		
38. Grade & Step 1	39. Salary Or Rate \$	40. SD	41. Date Of Grade Mo. Da. Yr. / / / /	42. PSI Due Mo. Da. Yr. / / / /	43. Appropriation Number 9 3700 20 001

SOURCE OF REQUEST

A. (Name, Grade, Ext.) CIE/Secretariat Off (Name & Telephone Ext.) Kozolle Little X-2957	C. Request Approved By (Signature And Title) M. L. Shobe, CIE/Personnel
---	--

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>W. L. Shobe</i>	3-12-59	D. Placement		
B. Pos. Control	<i>X-2957</i>		E.		
C. Classification			F. Approved By	<i>J. A. Jones</i>	

Remarks

please transfer from Unvouchered to Vouchered funds
2 Copies to Security

4/6 file

~~SECRET~~

~~SECRET~~
REQUEST FOR PERSONNEL ACTION

6 October 1958

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vol. Prof.	5. Sex	6. CS. LOD
510032	WOODS JAMES S	Mo. Da. Yr. 02 20 28	None-O 5 Pt-1 10 Pt-2	I M 1	Mo. Da. Yr. 04 21 52
7. SCD	8. CSC Reinst. 9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. REGT	12. LCD	13. Other
Mo. Da. Yr. XX XX XX	Yrs-1 Code No-2 1 50 USCA 403	Mo. Da. Yr. No-1 Code No-2	Mo. Da. Yr. 04 21 52	Mo. Da. Yr. Yrs-1 Code No-2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP FE BRANCH 3 PHILIPPINES STATION ADMIN. SEC	Code	15. Location Of Official Station	Station Code		
DDP FE BRANCH 3 PHILIPPINES STATION ADMIN. SEC	5161	MANILA, R.P.	07557		
16. Dept - Field Dept : Code USMld : Frpn : D	17. Position Title RECORDS MGMT ANALYST	18. Position No. 3382	19. Serv. 20. Occup. Series GS 0306.01		
21. Grade & Step 07 8 14	22. Salary Or Rate \$ 5430 7795	23. SD DI	24. Date Of Grade Mo. Da. Yr. 04 10 55	25. PSI Due Mo. Da. Yr. 04 06 50	26. Appropriation Number \$ 3780 55 006

ACTION

27. Nature Of Action Promotion	Code	28. Eff. Date Mo. Da. Yr. 30 11 16 58	29. Type Of Employee Regular	Code	30. Separation Data 01
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PRESENT ASSIGNMENT

31. Organizational Designations DDP FE FE/PSH - Philippines Station Support Branch	Code	32. Location Of Official Station	Station Code		
DDP FE FE/PSH - Philippines Station Support Branch	5161		07557		
33. Dept - Field Dept : Code USMld : Frpn :	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series	
38. Grade & Step 9 1	39. Salary Or Rate \$ 5435	40. SD DI	41. Date Of Grade 11 16 58	42. PSI Due 11 15 59	43. Appropriation Number \$ 3780 55 006

SOURCE OF REQUEST

A. Requestor (Signature and Title) Arthur E. Stroh, CPO, USN	C. Request Approved By (Signature and Title) John W. Hobbs, CPO, USN
B. For Additional Information Call (Name & Telephone Ext.) Mozelle Little 112057	D. Date 11/16/58

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	R. P. Dally	11/13/58	D. Placement		
B. Pos. Control		11/13/58	E.		
C. Classification	A. S. Dally	11/13/58	F. Approved By	J. C. Price	11/14/58
Remarks	Request for upgrading slot to GS-9 submitted to Wage & Salary Division. (Hold promotion in Career Panel until slot approved.)				
			Recorded by CSPD		
			Date 11/14/58		(4)

Steinberg
COPY AIR

HQSI-A-9355
(50-1-5)

Chief, NH Division
ATTN : Chief, RI
Chief of Station, Mexico City.

31 January 1958

Administrative

EDY Service - SI Team

ACTIONS REQUIRED: Routing copies to Personnel files of employees concerned

1.
WOMPS,

James R.

wishes to make it a matter of record that the RI employees listed above served efficiently and well and were a fine addition to this station during their service here.

2. Mexico City Station wishes to acknowledge at this time, not only the exemplary service rendered by these employees but also the splendid support that RI Division has given to this station.

3. The RI employees named in paragraph 1 worked hard (spending many hours more than the forty normal work hours each week) and efficiently on Mexico City Station files. In addition, they were congenial, friendly and a pleasure to have in the Station.

WINSTON SCOTT

ACW/cps

29 January 1958

Distribution:

8 - Mags.
2 - Files

STANDARD FORM 52
PROVISED BY THE
U. S. COM. SERVICE COMMISSION
ARMED FORCES PERSONNEL
MANUAL CHAPTER IV

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. James S. Woods	20 Feb. 1928		5 July 1957
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment transfer to US funds		6. EFFECTIVE DATE A. PROPOSED S/11 2nd FT B. APPROVED S Sept 57	7. C. S. OR OTHER LEGAL AUTHORITY:
8. POSITION (Specify whether establish, change grade or title, etc.)			
FROM Intel Analyst BV-430.12 4795 GS-0132.35-7 \$1000.00 p/a DDF/PI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.		TO Intel Analyst BPF-5-82 Manila Office 1795 GS-0132.35-7 \$1000.00 p/a DDF/PI 0-0306.01-7 Branch 3 - Philippines Station Administrative Section Manila, R.P.	
FIELD <input type="checkbox"/>	DEPARTMENTAL <input checked="" type="checkbox"/>	FIELD <input type="checkbox"/>	DEPARTMENTAL <input checked="" type="checkbox"/>
A. REMARKS (Use reverse if necessary) # Memo dtd 18 June 1957 to Mgn staff via SSA/DD/S requesting that three RI Positions (1 GS-9 and 2 GS-7s - Record Analyst) be established on the Manila F/O. Woods to be slotted against the GS-9 slot. Please call FE/PT/III x 4009 for effective date. DDN 2 copies to Security.			
B. REQUESTOR'S SIGNATURE ROBERT OAGE, PERSONNEL OFFICER		D. REQUEST APPROVED BY <i>John W. Johnson, Jr., Jr.</i>	
E. (Name and telephone extension) X 2957		Signature:	
F. TITLES:			
G. VETERAN PREFERENCE NONE WWII OTHER S.P.T. 10 POINT X DIVAB. OF HPR.		H. POSITION CLASSIFICATION ACTION NEW VICE I.A. REAL SD:DI	
I. SEX M. I. APPROPRIATION FROM 8-2309-23 TO 8-3780-55-006		J. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) YES	
K. DATE OF APPOINTMENT MILITARY SERVICE (MATERIALS ONLY)		L. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/> STATE:	
M. STANDARD FORM 50 REMARKS D-6 04-10-55 PS1 - 04-06-58 To L.W.			

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS.
A.			
B. CCIR. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENCL.			
E.	10-4, D-4 to be forwarded to payee		
F. APPROVED BY <i>Robert Oage</i>	Date 7/12/57 - File No. 16 August 57		

STANDARD FORM 52
DRAFT DATED 29 FEB 52
G. 1. THIS FORM REQUIRES
APPROVAL OF PERSONNEL
MANAGER, DIRECTOR OF
PERSONNEL

VOUCHERED

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST BY	4. DATE OF REQUEST
Mr. James S. Woods	20 Feb 1928		15 Aug 1956
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		D. APPROVED:	
FROM— FIELD DEPARTMENTAL	E. POSITION TITLE AND NUMBER F. SERVICE GRADE AND SALARY G. ORGANIZATIONAL DESIGNATIONS H. HEADQUARTERS	TO— BV-430.02 GS-0132.35-7 DDP/PI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.	BV-430.12 \$4660.00 pa
12. FIELD OR DEPARTMENTAL	13. FIELD OR DEPARTMENTAL	14. APPROVED:	X DEPARTMENTAL

8. REMARKS (Use reverse if necessary)

Slot BV-430.02 was used for slotting purposes only--this action will eliminate double slotting.

9. REQUESTED BY (Name and title) John M. Scott, Chief, RIG	D. REQUEST APPROVED BY Signature Title			
10. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ruth Robinson, Ext. 2510				
11. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION NEW VICE E.A. REAL SD: DI			
NAME: WWH OTHER & PE. 15. POST X DISAB OTHER	16. APPROPRIATION FROM: 7-2209-23 TO: ERGCS	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES	18. DUTY OF APPOINTMENT AFFILIATES (ACCESSIONS ONLY)	19. LEGAL RESIDENCE □ CLAIMED □ PROVED STATE:
20. STANDARD FORM 50-REMARKS APPROVED BY FI CAREER SERVICES 60-100 DATE 16 Aug 56				
21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS	
A.				
B. CECI. OR POS CONTROL	L.P.	11/17/56		
C. CLASSIFICATION				
D. PLACEMENT OR EMPL	affiliated	11 Aug 56		
E.				

APPROVED BY
P. L. C. by Mrs. C. Scott, 16 Aug 56
16-01774

STANDARD FORM 52 12 SEP 1950 G-1 LINE OF DUTY MOVEMENT AND PERSONNEL REASON CODES		UNVOUCHERED TO VOUCHERED														
REQUEST FOR PERSONNEL ACTION																
REQUESTING OFFICE. Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.																
1. NAME (Mr - Miss - Mrs - One given name, initial(s), and surname).		2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST												
MR. James S. Woods		20 Feb 1928		14 June 1956												
5. NATURE OF ACTION REQUESTED. A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:		7. C. S. OR OTHER LEGAL AUTHORITY												
		B. APPROVED:														
FROM— IO-CI 08-0136.53-7		BPF 583.05 \$4660.00	TO— Intel Analyst GS-0136.53-7 \$4660.00 pa DDP/PI Records Integration Division Analysts & Operations Branch Analysis Section Washington, D.C.													
DDP/PI Branch 1.— Records Integration Branch Personality Files Section		12. POSITION TITLE AND NUMBER B. SERVICE GRADE AND SALARY C. ORGANIZATIONAL DESIGNATIONS 4118 13. HEADQUARTERS		BV-430.02												
<input checked="" type="checkbox"/> PAY <input type="checkbox"/> DEPARTMENTAL		14. FIELD OR DEPARTMENTAL		<input type="checkbox"/> PAY <input checked="" type="checkbox"/> DEPARTMENTAL												
A. REMARKS (Use reverse if necessary) Transfer from Unvouchered to Vouchered Funds. Vice [] transferring to [] EE Copies of this action have been submitted to Payroll and Security offices.																
B. REQUESTED BY (Name and title) John M. Scott, Chief, RIC		C. REQUEST APPROVED BY Signature: John M. Scott, Chief, RIC Title: Executive 26 June 56														
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ext. 2510																
15. VETERAN PREFERENCE																
<table border="1"> <tr> <td rowspan="2">NONE</td> <td rowspan="2">WWII</td> <td rowspan="2">OTHER, SPT</td> <td colspan="2">10 POINT</td> </tr> <tr> <td>DISAB</td> <td>OTHER</td> </tr> <tr> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					NONE	WWII	OTHER, SPT	10 POINT		DISAB	OTHER	X				
NONE	WWII	OTHER, SPT	10 POINT													
			DISAB	OTHER												
X																
16. APPROPRIATION FROM: 6-2710-55-096 TO: 6-2309-23																
17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES																
18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)																
19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: DC																
20. STANDARD FORM 10 REMARKS RECORDED BY F1 PAPERWORK 26 June 56 RIC and 26 June 56																
21. CLEARANCES		INITIAL OR SIGNATURE	DATE	REMARKS												
A																
B. CECIL OR POS CONTROL		6/27/56														
C. CLASSIFICATION																
D. PLACEMENT OR EMPL		Executive	10 Jul 56													
E																
F. APPROVED BY John M. Scott, Chief, RIC																

14 00000
SIGCAT

Name: WOODS, James S.

Date, 15 June 1956

CS Designation: DI

Nature of Action: Reassignment

FROM

TO

Pos. Title: I. O. (CI)

Intel Analyst

Grade: GS-7

GS-7

Division: DDP/FE

DDP/PI

Staff: Branch 1 -

RI

Branch: Records Integration

Analysis NM & Operations

Section: Personality Files

Analysis

Hdqrs:

Washington

I & R Comment

18/1956

Date

VIA: AIR
SPECIFY AIR OR SEA POUCH

DISPATCH NO. FRIA 5886

CONFIDENTIAL

CLASSIFICATION

4.FEB.1955

TO: Chief, FE
FROM: Chief [redacted] INFO: Chief, Support Mission,
SUBJECT: GENERAL Administrative/Personnel
SPECIFIC: Recommendation for Promotion - James S. WOODS

1. It is recommended that James S. WOODS be promoted from GS-5 to GS-7.
Subject entered on duty with the [redacted] 26 July 1954.

2. WOODS presently occupies proposed Slot No. 21 which has been recommended as a GS-9 slot. Subject has been in grade as a GS-5 since 6 June 1953 and has performed the duties of his present assignment since 10 August 1954.

3. Subject has had approximately two years of experience in the maintenance of agent records. This experience has enabled him not only to assume his present responsibilities with a minimum of supervision, but also to initiate a completely new and improved system for the maintenance of the agent records of the [redacted] Mission. Due partially to the efficiency of the system that he has initiated and partially to the enthusiasm with which he approaches his work, [redacted] has assumed the work load previously handled by two individuals and at the same time has managed to keep his backlog to a minimum.

4. WOODS is conscientious, hard-working and more than willing to work long hours of overtime without additional compensation in order to maintain his section on a current basis. Subject individual devoted unusually long hours to re-establish himself during the recent move of this Mission to Japan. On the basis of work performance and motivation, subject is recommended as justly deserving of promotion to GS-7.

5. I certify that WOODS is performing the duties outlined in the job description attached hereto.

/s/ JOHN L. HART

1 February 1955

1 ENCL - a/s
DISTRIBUTION:
1 - Chief, FE
1 - Chief, SN

CONFIDENTIAL

CLASSIFICATION

CONFIDENTIAL.

POLICY DECISION - James S. WOODS

1. Nature and Purpose of Work:

My position is that of intelligence analyst in the Personality File section of the Records Integration Branch. I am responsible for the maintenance of agent records and personality files.

2. Duties:

a. To maintain all agent records. This takes a good percentage of my time as it includes the following:

- (1) Make all [redacted] on PRQ's and file check requests, writing up the results and forwarding them to the proper agencies.
- (2) Make sure that all PRQ's and file check requests have the correct classification, the proper number of copies for distribution, correct name and telecodes, and are forwarded to the proper case officer or foreign unit.
- (3) See that the results of [redacted] received from Headquarters and CHMI are properly carded and forwarded to the case officer concerned.
- (4) Keep all agent records up-to-date with regard to cryptonyms, FCC's, OC's and other additional information received.
- (5) Keep files on all terminated agents and see that the proper records are filled out and forwarded when they are terminated.

b. To maintain the RI card index, assuring that all cards received in RI are properly filed and have the correct names and telecodes.

c. To analyze, card and file all documents forwarded to Personality Files; these include State Station memo, NOR's, Contact Reports, CCWME Reports, RPI's, various intelligence summaries, etc.

3. Responsibility for the Work of Others:

N/A

4. Scope and Effect of Work:

I am responsible for making all NOR file checks. I must see that they are made out thoroughly, quickly and accurately. My check may decide the outcome of hiring or refusing to hire a prospective agent or other employee for an operation or project.

5. Supervision and Guidance Received:

I receive no direct supervision or guidance in duties relating to the maintenance of agent records. I receive over-all policy guidelines from the Chief of RI and some guidance from branch chiefs and case officers.

CONFIDENTIAL

CONFIDENTIAL

- 2 -

6. Mental Decisions:

a. Initiatives: In order to maintain agent records properly, I must always keep alert for new ways to keep them up-to-date and meet any demands that may be made for drawing up new procedures for the maintenance of agent records.

b. Originality: To adopt new ways of maintaining agent records without losing control over the flow of daily material.

c. Judgments: I must decide what action should be taken on all [] file checks, regarding what information is to be sent to Headquarters and []

7. Personal Work Contacts:

I must maintain close personal contact with all case officers and branch chiefs in order that I may maintain up-to-date agent records.

8. Other:

I must maintain files of all documents routed to Personality Files. Also I must resolve problems the branch chiefs or case officers may have in regard to agent records.

Also, I have recently established a 201 agent record system for the Mission and am responsible for its continual maintenance.

CONFIDENTIAL

CHECK LIST FOR TRAINING

Wade James S

1. Typing

2. Shorthand

3. English Usage



4. Office Practice
(Electric typewriter, filing,
phones, Correspondence Manual,
time keeping, office protocol.)

SECRET																			
<small>STANDARD FORM 52 FEBRUARY 1964 GSA GEN. REG. NO. 27 AMENDED 10 AUGUST 1964 GSA GEN. REG. NO. 27 EFFECTIVE 1 OCTOBER 1964</small>		VON PLACED TO UNVOUCHERED																	
REQUEST FOR PERSONNEL ACTION																			
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.																			
1. NAME (Mr. - Miss - Mrs. - One given name, initials, and surname) Mr. James S. WOODS		2. DATE OF BIRTH 20 Feb 28	3. REQUEST NO. 16 Feb 54																
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		5. EFFECTIVE DATE A. PROPOSED <i>Bob 25 Apr 54</i>	7. C. S. OR OTHER LEGAL AUTHORITY IT																
B. POSITION (Specify whether establish, change grade or title, etc.) Intell. Anal. E7-469-08 GS-0136.51-5, \$3410.00 p.a. GS-0132.55-5 DDP/PI Records Integration Staff DIV Processing & Records Branch Consolidation Section Washington DEPARTMENT		B. APPROVED <i>Bob 25 Apr 54</i>																	
6. POSITION TITLE AND NUMBER E7-469-08		10. FIELD OR DEPARTMENTAL DDP/PI	11. FIELD OR DEPARTMENTAL Unconventional Warfare																
7. SERVICE GRADE AND SALARY GS-0136.51-5, \$3410.00 p.a.		12. FIELD OR DEPARTMENTAL Positive Intelligence Branch																	
8. ORGANIZATIONAL DESIGNATIONS Records Integration Staff DIV Processing & Records Branch Consolidation Section		13. HEADQUARTERS Washington																	
9. DEPARTMENTAL None		14. FIELD OR DEPARTMENTAL None																	
A. REMARKS (Use reverse if necessary) Transfer to Unvouched Funds from Voucherized Funds.																			
C. APPROVED BY John M. Scott, Chief, PI		D. REQUEST APPROVED BY Edward C. McNamee																	
E. REQUEST BY H. C. Chilesdale, PS Personnel Officer		F. SIGNATURE <i>Edward C. McNamee</i>																	
G. VETERAN PREFERENCE <table border="1"> <tr> <td>NON-VETERAN</td> <td>ONE OTHER</td> <td>S.P.T.</td> <td>10 POINT</td> </tr> <tr> <td>X</td> <td>X</td> <td>(one extension)</td> <td>YES/NO</td> </tr> </table>		NON-VETERAN	ONE OTHER	S.P.T.	10 POINT	X	X	(one extension)	YES/NO	H. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>VILL</td> <td>I.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VILL	I.A.	REAL				
NON-VETERAN	ONE OTHER	S.P.T.	10 POINT																
X	X	(one extension)	YES/NO																
NEW	VILL	I.A.	REAL																
I. SEX M		J. APPROPRIATION FROM A-2300-20 TO 1-3740-55-096																	
K. RACE White		L. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES																	
M. STANDARD FORM 50 REMARKS Effable okay per T.C.-FT 16 Apr 54		N. DATE OF APPOINTMENT AFFIDAVITS (ACCSSIONS ONLY) 16 Apr 54																	
O. CLEARANCES A.		P. APPROVED BY <i>John M. Scott, Chief, PI</i>																	
Q. CLEARANCES B. CELL OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR EMPL.		R. INITIAL OR SIGNATURE <i>John M. Scott, Chief, PI</i>																	
S.		T. DATE <i>25 Apr 54</i>																	
U.		V. REMARKS <i>None</i>																	
W.																			
X.																			
Y.																			
Z.																			

STANDARD FORM 52 FEBRUARY 1952 GSA GEN. REG. NO. 27 MILITARY PERSONNEL ARMED FORCES OF THE UNITED STATES REPLACES EDITION OF 1 APRIL 1949																						
REQUEST FOR PERSONNEL ACTION																						
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.																						
1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname) James S. Woods		2. DATE OF BIRTH 20 Feb 1928	3. REQUEST NO. <i>7 June 53</i>	4. DATE OF RECLASS. <i>1 June 1953</i>																		
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		6. EFFECTIVE DATE & PROPOSED: <i>7 June 53</i>	7. C. S. OR OTHER LEGAL AUTHORITY																			
8. POSITION (Specify whether establish, change grade or title, etc.) Intel. Anal. BV-469.08-4 GS-5-132 \$3175.00 pa		9. POSITION TITLE AND NUMBER Intel. Anal. BV-469.08 GS-5-132 \$3410.00 pa	10. APPROVED: <i>7 June 53</i>																			
11. FIELD DDP/PI Records Integration Division STAFF Processing & Records Branch Consolidation Section Washington, D.C.		12. DEPARTMENTAL 13. ORGANIZATIONAL DESIGNATION 14. HEADQUARTERS	15. FIELD DDP/PI Records Integration Division STAFF Processing & Records Branch Consolidation Section Washington, D.C.																			
16. REMARKS (Use reverse if necessary) <i>17 Aug Subject has been in grade since 21 April 1952.</i>																						
B. REQUESTED BY (Name and title) JOHN M. SCOTT, Chief, RR		D. REQUEST APPROVED BY <i>Edward C. McManus</i> E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) 2510																				
17. VETERAN PREFERENCE <table border="1"> <tr> <td>HONOR</td> <td>WWII</td> <td>OTHER</td> <td>S.P.E.</td> <td>TO POINT</td> <td>DIGAD</td> <td>OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td> </tr> </table>		HONOR	WWII	OTHER	S.P.E.	TO POINT	DIGAD	OTHER							4	18. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>R. A.</td> <td>REAL</td> </tr> </table> <i>C-1-F-1</i>			NEW	VICE	R. A.	REAL
HONOR	WWII	OTHER	S.P.E.	TO POINT	DIGAD	OTHER																
						4																
NEW	VICE	R. A.	REAL																			
19. SEX	20. RACE	17. APPROPRIATION FROM: TO:		21. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <i>(Yes-No)</i>	22. DATE OF APPOINTMENT AFTERDAVIS (ACCESSIONS ONLY) <i>1 June 1953</i>	23. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED																
24. STANDARD FORM DJ REMARKS <i>N</i>																						
25. CLEARANCES A. B. CEIL. OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR EMPL. E.		INITIAL OR SIGNATURE <i>OCTO</i>		DATE <i>June</i>	REMARKS																	
F. APPROVED BY <i>Desiree L. Dawson 4 Jun 1953</i>																						

Mr. James S. Woods

25

1 June 1953

Washington, D. C.
Intel. Anal.

FI/RI

GS-4
GS-5

BV-169.08
GS-4

BV-169.08
GS-5

High School Graduate, 2 years of Business College

Treasury Dept., Accounting Clerk, GS-2, May 1950 to Jan. 1952
GS-3, Jan. 1952 to April 1952

OSO/RI, File Section, File Clerk, GS-3, 21 April 1952 to 17 Aug. 1952
GS-4, 17 Aug. 1952 to 16 March 1953
DDP/RI, Consolidation Section, Mail & File Clerk, GS-4, 16 March 1953 to present

JWS
Chief, RI

STANDARD FORM 52 DODGE DAIRY BY THE U. S. CIVIL SERVICE COMMISSIONER DEPARTMENT OF FEDERAL PERSONNEL BASIC, CHAPTER II										
REQUEST FOR PERSONNEL ACTION										
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.										
1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname) James S. Woods.		2. DATE OF BIRTH 20 Feb 1928	3. REQUEST NO. 							
4. DATE OF REQUEST 15 Apr 53										
5. NATURE OF ACTION REQUESTED: a. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment										
6. POSITION (Specify whether establish, change grade or title, etc.)										
7. C. S. OR OTHER LEGAL AUTHORITY 										
8. POSITION TITLE AND NUMBER Mail & File Clerk		9. SERVICE GRADE AND SALARY GS-4-305 \$3175.00 pa	10. APPROVED: 26 Apr 53							
11. ORGANIZATION OR DEPARTMENTAL DESIGNATIONS DDP/FI/RI Processing & Records Branch Consolidation Section Washington, D.C.		12. HEADQUARTERS 	13. FIELD OR DEPARTMENTAL 							
<input type="checkbox"/> NAME <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL								
A. REMARKS (Use reverse if necessary) Position BV-364.08 has been deleted from the T/O.										
B. REQUESTED BY (Name and title) JOHN M. SCOTT, Chief, RI		C. REQUEST APPROVED BY Signature Edward C. McFannure								
D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		Title: CIA F-100								
13. VETERAN PREFERENCE										
<table border="1"> <tr> <td rowspan="2">NONE</td> <td rowspan="2">WORLD WAR II</td> <td rowspan="2">OTHER S.P.E.</td> <td rowspan="2">10. POINT DISAB OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				NONE	WORLD WAR II	OTHER S.P.E.	10. POINT DISAB OTHER			
NONE	WORLD WAR II	OTHER S.P.E.	10. POINT DISAB OTHER							
14. POSITION CLASSIFICATION ACTION										
<table border="1"> <tr> <td rowspan="2">FEN</td> <td rowspan="2">VICE</td> <td rowspan="2">I.A.</td> <td rowspan="2">REAL</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				FEN	VICE	I.A.	REAL			
FEN	VICE	I.A.	REAL							
15. SEX RACE		16. APPROPRIATION FROM: TO: 11X2100 2309-W 23-19-00								
17. APPROPRIATION FROM: TO: 23-19-00		18. SUBJECT TO C. S. RETIREMENT ACT (CS-RD)								
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:								
21. STANDARD FORM 60 REMARKS <i>M</i>										
22. CLEARANCES		INITIAL OR SIGNATURE	DATE							
A.										
B. CECI OR POS. CONTROL										
C. CLASSIFICATION										
D. PLACEMENT OR EMPL.		OCT 20 April								
E.										
F. APPROVED BY <i>Orville D Dawson 20 Apr 1953</i>										

STANDARD FORM 52
PRODUCED BY THE
U. S. CIVIL SERVICE COMMISSION
APPOINT NO - FEDERAL PERSONNEL
ARMED FORCES IN

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname) James S. Woods	2. DATE OF BIRTH 20 Feb 1928	3. REQUEST NO. 	4. DATE OF REQUEST 2 March 53																		
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE B. PROPOSED: 	7. C. S. OR OTHER LEGAL AUTHORITY 																		
8. POSITION (Specify whether established, change (grade or title, etc.) File Clerk BV-356 GS-4-305 \$3175.00 pa DD/P/PI/RI Processing & Records Branch File Section Washington, D.C.		9. APPROVED: 15 Mar 53 J. Scott																			
10. RANK WFO	11. DEPARTMENT X	12. POSITION TITLE AND NUMBER Mail & File Clerk BV-364.08	13. FIELD OR DEPARTMENTAL WFO X																		
14. SERVICE GRADE AND SALARY GS-4-305 \$3175.00 pa		15. ORGANIZATIONAL DEMONSTRATIONS DD/P/PI/RI Processing & Records Branch Consolidation Section Washington, D.C.																			
16. HEADQUARTERS 		17. FIELD OR DEPARTMENTAL 																			
A. REMARKS (Use reverse if necessary) From BV-356 to BV-364.																					
B. REQUESTED BY (Name and title) JOHN M. SCOTT, Chief, RI		C. REQUEST APPROVED BY Edward C. Mac Namara Signature: <i>Ed. C. Mac Namara</i> Title: <i>Joe E. F. CO</i>																			
D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)																					
E. VETERAN PREFERENCE <table border="1"><tr><td>NONE</td><td>WWII</td><td>OTHER</td><td>S.P.T.</td><td>10 POINT</td></tr><tr><td></td><td></td><td></td><td></td><td><input checked="" type="checkbox"/> DISAB. OWNER</td></tr></table>		NONE	WWII	OTHER	S.P.T.	10 POINT					<input checked="" type="checkbox"/> DISAB. OWNER	F. POSITION CLASSIFICATION ACTION <table border="1"><tr><td>NEW</td><td>VICE</td><td>L.A.</td><td>REAL</td></tr><tr><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></table>		NEW	VICE	L.A.	REAL	<input checked="" type="checkbox"/>			
NONE	WWII	OTHER	S.P.T.	10 POINT																	
				<input checked="" type="checkbox"/> DISAB. OWNER																	
NEW	VICE	L.A.	REAL																		
<input checked="" type="checkbox"/>																					
18. SEX M	19. RACE WHITE	20. APPROPRIATION FROM: 174-327-00 TO: 2309-20	21. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) NO																		
22. STANDARD FORM 50 REMARKS 		23. DATE OF APPOINTMENT AFFIDAVITS (Accessories Only) 																			
24. CLEARANCES A		INITIAL OR SIGNATURE 	DATE 																		
B. CEIL. OR POS. CONTROL 		REMARKS 																			
C. CLASSIFICATION 																					
D. PLACEMENT OR ENPL. 																					
E. 																					
F. APPROVED BY James H. Prall - 3/6/53																					

PERSONNEL ACTION REQUEST				REGISTER NO.																																								
NAME James S. Woods		REQUESTED EFFECTIVE DATE <i>17 Aug</i>																																										
NATURE OF ACTION Promotion		WHEN LEAVING (VACATIONED)																																										
		LAST WORKING DAY:																																										
		EMPLOYEE'S SIGNATURE:																																										
FROM Title File Clerk RANK AND SALARY GS-3-305 \$2950.00 per annum		TO Title File Clerk RANK AND SALARY GS-4-305 \$3175.00 per annum																																										
OFFICE OSO		OSO																																										
DIVISION RI		RI																																										
BRANCH AND SECTION Processing & Records Branch File Section		Analysis & Operations Branch Service & Correspondence Section																																										
OFFICIAL STATION Washington, D.C.		Washington, D.C.																																										
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>																																										
REMARKS: From X-39.04 to X-102.22 Subject has been in grade since 21 April 1952.																																												
<p>Approved: <i>John J. Scott</i> 31 July 52 Chief, RI</p> <p>RECOMMENDED:</p> <p><i>John J. Scott</i></p> <p>SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF OR ASST. OFFICER</p>																																												
<p>FOR USE OF PERSONNEL ONLY</p> <table border="1"> <tr> <td colspan="2">PLACEMENT DATE QUALIFICATIONS APPROVED</td> <td colspan="3">TRANSACTIONS AND RECORDS APPROVALS:</td> </tr> <tr> <td colspan="2">CLEARANCE REQUESTED</td> <td colspan="3">CLEARANCE APPROVED</td> </tr> <tr> <td>DATE</td> <td>TYPE</td> <td>DATE</td> <td>TYPE</td> <td>ALLOTMENT C. S. ALLOCABILITY: <i>11/12/00 2309-00 S-110-6-116-00</i></td> </tr> <tr> <td>DATE</td> <td>SIGNATURE</td> <td>DATE</td> <td>SIGNATURE</td> <td>PERIODICAL RELATIONS DATE SIGNATURE SIC</td> </tr> <tr> <td colspan="2">CLASSIFICATION BUREAU NO.</td> <td colspan="2">G. D. C. NO.</td> <td>DATE APPROVED</td> </tr> <tr> <td>N.W.</td> <td>VICE</td> <td>L.A.</td> <td>REAL</td> <td>APPROVALS SUBJECT TO SECURITY CLEARANCE DATE SIGNATURE OF EXECUTIVE</td> </tr> <tr> <td colspan="2"><i>8/13/52</i></td> <td colspan="2"><i>Howard M. Johnson</i></td> <td>DATE SIGNATURE OF DIVISION CHIEF <i>John J. Scott</i></td> </tr> <tr> <td colspan="2">EFFECTIVE DATE</td> <td colspan="3">7 Aug 52</td> </tr> </table>					PLACEMENT DATE QUALIFICATIONS APPROVED		TRANSACTIONS AND RECORDS APPROVALS:			CLEARANCE REQUESTED		CLEARANCE APPROVED			DATE	TYPE	DATE	TYPE	ALLOTMENT C. S. ALLOCABILITY: <i>11/12/00 2309-00 S-110-6-116-00</i>	DATE	SIGNATURE	DATE	SIGNATURE	PERIODICAL RELATIONS DATE SIGNATURE SIC	CLASSIFICATION BUREAU NO.		G. D. C. NO.		DATE APPROVED	N.W.	VICE	L.A.	REAL	APPROVALS SUBJECT TO SECURITY CLEARANCE DATE SIGNATURE OF EXECUTIVE	<i>8/13/52</i>		<i>Howard M. Johnson</i>		DATE SIGNATURE OF DIVISION CHIEF <i>John J. Scott</i>	EFFECTIVE DATE		7 Aug 52		
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EFFECTIVE DATE		7 Aug 52																																										

a. To: RELEASING ORGANIZATION—You are requested to furnish promptly the leave data on

From 11 May 1950 to 19 April 1952
 Fiscal Acct. Clerk GS - 3 \$2950.00 per annum
 SUPERVISOR: Miss Ryan
 U.S. Treasury Department
 Pennsylvania Avenue
 Washington, D.C.
 PLEASE FORWARD FILE AND LEAVE RECORD TO:

*File
copy*

WOODS, JAMES S.
(NAME OF EMPLOYEE)

NOTE

If this address is not the correct one
 to which future inquiries should be
 mailed, be sure to insert the correct
 address under item 20a.

FOLD HERE FOR MAILING
 IN WINDOW ENVELOPE

10-01000-2

b. Return to: EMPLOYING ORGANIZATION

FORWARD OFFICIAL PERSONNEL FOLDER TO
 R. G. J. HOPKINS,
 CENTRAL INTELLIGENCE AGENCY
 2425 C STREET, N.W.
 WASHINGTON 250, D.C.

To: RELEASING ORGANIZATION—You are requested to furnish promptly the leave data on

FROM 11 May 1950 to April 1952
 Fiscal Acct. Clerk GS 3 \$2950.00
 U.S. Treasury Dept.
 15th & Pennsylvania Ave. N.W.
 Washington D.C.

JAMES S. Woods
(NAME OF EMPLOYEE)

NOTE

If this address is not the correct one
 to which future inquiries should be
 mailed, be sure to insert the correct
 address under item 18a.

FOLD HERE FOR MAILING
 IN WINDOW ENVELOPE

10-01000-2 sec 11

Return to: EMPLOYING ORGANIZATION

George E. Meloon
 2430 K Street N.W.
 Washington D.C.

By 1150 was forwarded by your office
 in May 1952. Since this copy has been
 detached from our files it is re-
 quired that you forward a copy of
 same to the addressee at left.

115 P.S.L.

721

ENTRANCE ON DUTY NOTICE

1. TO 060 21	2. DATE 22 April 1952
Notice of Final Processing of Applicant for Entrance on Duty	
3. NAME James E. Woods	4. ENTRANCE SALARY \$2950.00
5. TITLE T - File Clerk	6. GRADE GS - 3
<p>The applicant named in item 3 above meets all standards for full employment with CIA. Signed clearance for entrance on duty has been received from Inspection and Security and made a part of the personnel file of this individual. Effective this date he/she is assigned to duty with your office.</p> <p>Pub. - 26 March 1952 Int. - 23 April at 3:00 P.M.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> POSTED <small>APR 30 1952</small> </div> <p style="text-align: right;"><i>Frank G. Jarman ucc</i> PERSONNEL OFFICER</p>	

FORM NO. 57-114
JAN 1952

(4)

Date _____

APR 4 1952

MR. JAMES WOODS
3606 MINN. AVE., SE
CITY

Dear MR. WOODS,

Your employment has been approved by this Agency at \$2950 per annum, subject to the satisfactory completion of additional processing on the day you enter on duty. It is requested that you report to the Receptionist, East End of Temporary "I" Building located at 17th and Independence Avenue, S. W., at 8:30 a.m. as soon as possible.

Please advise Mrs. Brown, 2430 "B" street, N. W., by telephone, Executive 6115, Extension 3493 of your exact reporting date.

Sincerely yours,

EJS APR 4 - 1952
FRANK G. JAREMA
Personnel Division

Subject telephoned 4-5-52; spoke with EJS
(date)
Subject will报 21 Apr 52 - News w/ Treasury
SUBJECT WILL NOT DOB; REASON

Please return

Not nec
4/8

14 00000

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

22 March 1952

Mr. James S. Woods
3505 Minnesota Avenue, S. E.
Washington, D. C.

Dear Mr. Woods:

In reference to your application for employment, this letter is to assure you that the processing of your papers as a GS-3, \$ 2750 per annum is being continued by this agency. A definite offer of employment cannot be made, however, until such time as all processing has been completed.

The processing is a rather lengthy one; but when further information is available, we shall get in touch with you immediately.

In the meantime, it would be appreciated if you would advise us of any change in your present status, such as change of address, etc.

Your continued interest and patience are appreciated.

Very truly yours,

FRANK G. JAHNEMA
Personnel Division

OUTGOING CLASSIFIED MESSAGE

PAGE NO.

CENTRAL INTELLIGENCE AGENCY

DATE:	5 Mar 52	ROUTINE <input type="checkbox"/>	PRIORITY <input type="checkbox"/>	URGENT <input type="checkbox"/>
FROM:	POC	(ORIGINATING OFFICER)		
TRANSMIT TO:	MR. JAMES WOODS 2817 CONNECTICUT AVE., N. W. WASHINGTON, D. C.	<i>new address on route sheet</i>		
(CLASSIFICATION)				

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TELEGRAM - NIGHT LETTER

EMPLOYMENT APPROVED THIS AGENCY \$2750. PER ANNUM, SUBJECT
 SATISFACTORY COMPLETION OF ADDITIONAL PROCESSING. DESIRE
 REPORT SOONEST POSSIBLE RECEPTIONIST, EAST END TEMPORARY "I"
 BUILDING, 17TH AND INDEPENDENCE AVENUE, SOUTHWEST, WASHINGTON,
 D. C. AT 8:30 A.M. ADVISE MRS. BROWN 2430 "E" STREET NORTHWEST,
 BY COLLECT NIGHT LETTER OR COLLECT PHONE, EXECUTIVE 6115, EXTEN-
 SION 3698 THE EXACT REPORTING DATE.

*To now a
 (select PHS)
 1/8-3 (see last pg. 2)
 1/8-3 take a
 won't make a
 good*

*F. J. J. (same)
 FRANK Q. JAREMA*

RELEASING OFFICER

COORDINATING OFFICERS

AUTHENTICATING OFFICER

CLASSIFICATION

14 00000

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

20 February 1952
In reply refer to ED-4

Mr. James Woods
2317 Conn. Avenue N. W.
Washington D. C.

Dear Mr. Woods:

This is to advise that actual processing of your application for employment with this Agency has been initiated. Specific details as to the type of appointment and salary will be contained in subsequent correspondence. Please direct all future correspondence to the undersigned.

If applicable, the attached form should be completed and returned within two weeks. Thank you for your prompt attention to this matter.

Very truly yours,

Mfd
Personnel Division

Enclosure

2 37-92
1 Append
1 215

Please forward three passport size photographs at your earliest convenience.

Sm O

CERTIFICATE OF ATTENDANCE

APR 28 1952
I certify that on APR 28 1952 I have attended
the Agency Indoctrination Course specified by Regulation
28-1.

James S. Woods
(NAME)
161

161-115-25

161-115-25

FORM NO. 51-122
DEC 1951

161

384

*file
MS*

FORM NO. 57-115
MAY 1950

TO: Medical Division
FROM: Transactions & Records
SUBJECT: Woods, James S.

Request that above named subject be given a physical examination.

POSITION: File Clerk

GRADE: GS - 3

BRANCH: CSD - RI

SERVICE: DEPT. 17

MATTER OF APPOINTMENT: EXC.

OK 280

[Redacted]

FORM NO. 57-115
MAY 1950

PERSONNEL ACTION REQUEST				REGISTER NO.
NAME James S. Woods		REQUESTED EFFECTIVE DATE APR 21 1952		
NATURE OF ACTION Excepted Appointment		WHEN LEAVING (VOUCHERED)		
		LAST WORKING DAY:		
		EMPLOYEE'S SIGNATURE:		
FROM		TO		
TITLE <i>F. C. Murchison</i>		File Clerk I-39.04-2		
GRADE AND SALARY <i>GS-305-3 \$2950.00</i>				
OFFICE <i>OSO</i>				
DIVISION <i>RI</i>				
BRANCH AND SECTION <i>Processing and Records Branch File Section</i>				
OFFICIAL STATION <i>Washington, D.C.</i>				
DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/>		DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS <i>(To P-39.04) JMW</i>				
Approved: <i>John H. Scott</i> Chief, RI 15 FEB 1952				
RECOMMENDED: <i>15 Feb 52</i>				
<i>James S. Gleeson</i> <small>SIGNATURE OF CHIEF, CHIEF DIVISION, CHIEF OR SEIN OFFICER) </small>				
FOR USE OF PERSONNEL ONLY				
PLACEMENT DATE QUALIFICATIONS APPROVED <i>James H. Powell</i>		TRANSACTIONS AND RECORDS APPROXIMATELY 2123400		
CLEARANCE REQUESTED DATE <i>15 Feb 52</i>		CLEARANCE APPROVED DATE <i>15 Feb 52</i>		
CLASSIFICATION BUREAU NO. <i>Bureau No.</i>		C. I. C. NO. DATE APPROVED <i>C. I. C. No. 116 (B)</i>		
TYPE <i>None</i>		TYPE <i>None</i>		
SIGNATURE <i>Wm. J. Powers</i>		SIGNATURE <i>None</i>		
EFFECTIVE DATE <i>15 Feb 52</i>		SIGNATURE <i>None</i>		
SIGNATURE <i>Wm. J. Powers</i>		SIGNATURE <i>None</i>		
APPROVAL DATE <i>15 Feb 52</i>		APPROVAL TO SECURITY CLEARANCE SIGNATURE OF EXECUTIVE <i>J. L. President</i>		
SIGNATURE <i>Wm. J. Powers</i>		SIGNATURE <i>None</i>		

SECURITY INFORMATION

REQUEST FOR SECURITY CLEARANCE

REQUEST NO.

H-3007A

DATE

1-1-1952

YEAR OF BIRTH

1928

FULL NAME WOODS, POSITION TITLE FILE CLERK	(Last) JAMES LOCATION OFFICES DCO	(First) JAMES CODE DIVISION DT	(Middle) SAINTRE CODE BRANCH MLOC-DEC	GRADE TS-2 CODE
GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)				
TYPE OF EMPLOYEE 1. <input checked="" type="checkbox"/> REGULAR 2. <input type="checkbox"/> CONTACT 3. <input type="checkbox"/> CONSULTANT 4. <input type="checkbox"/> MILITARY 5. <input type="checkbox"/> OTHERS				
Funds <input checked="" type="checkbox"/> VOUCHEDERED <input type="checkbox"/> UNVOUCHERED				
TYPE(S) OF SECURITY CLEARANCE REQUESTED <input checked="" type="checkbox"/> PROVISIONAL FOR: (Show name of pool or group) SECRET FULL WAIVER D ST. POOL				
AVAILABILITY DATE (DD-MO-YY)	EST. CLEARANCE DATE (DD-YY)	RECRUITMENT SOURCE		CODE 01
SEX AND VETERAN STATUS 1. <input checked="" type="checkbox"/> M-V 2. <input type="checkbox"/> W-NV	3. <input type="checkbox"/> F-V 4. <input type="checkbox"/> F-NV			
REMARKS: SECURITY INITIATED BY NORTH. SUPERSEDES ACTION OF 1/5/52. CHIEF OF OFFICE, DIVISION 2 BRANCH.				
Attachments: FMS Append. I Photos.				
PATRICK O. JARRELL Signature Title Division				

Office Memorandum • UNITED STATES GOVERNMENT

TO : Jerome
FROM :
SUBJECT: Woods, James

DATE: 8 Feb. 1952

In process as GS-2 Clerk. He wants accounting clerk eventually, but there are no openings at present & we have two other - better qualified - accounting clerks in process in reverse at present.

Possibility for microfilm trainee?

J. H. Langford

P.O. 12-26

MP

2817 Conn. Ave. N.W.

January 12, 1952

Dear Sir:

I received your letter dated January 5, stating that I was to inform you of any changes in my present status.

I am now a grade GS 2 with an one year increase. I am now being considered for a grade GS 3 in the Treasury Dept. I assure you, this does not lessen my zeal to get in the C.I.A.

I would like to know if your Agency would transfer or consider me for appointment at a grade GS 3.

Sincerely yours,

James Schools

REQUEST FOR SECURITY CLEARANCE				REQUEST NO.		
				DATE 11-2007		
FULL NAME (Last)	(First)	(Middle)	YEAR BORN	2/5/62		
POSITION TITLE	40385	JAMES GADVIS	GRADE	E-6		
LOCATION (OFFICE)	Class	CODE	DIVISION	CODE	BRANCH	CODE
Professional Personnel (P) Personnel Pool						
GEOGRAPHIC DESTINATION CITY AND STATE OR COUNTRY, AS APPROPRIATE Washington, D.C.						
TYPE OF EMPLOYEE	1. <input checked="" type="checkbox"/> REGULAR	2. <input type="checkbox"/> CONTACT	3. <input type="checkbox"/> CONSULTANT	4. <input type="checkbox"/> MILITARY		
	9. <input type="checkbox"/> OTHERS					
FUNDS	<input type="checkbox"/> VOUCHERED	<input type="checkbox"/> UNVOUCHERED				
TYPE(S) OF SECURITY CLEARANCE REQUESTED						
<input type="checkbox"/> PROVISIONAL POOL (show name of pool or group) Re Street Pool <input type="checkbox"/> SECRET <input type="checkbox"/> FULL <input type="checkbox"/> WAIVER						
AVAILABILITY DATE (Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE			CODE	01
SEX AND VETERAN STATUS	1. <input type="checkbox"/> M-V	3. <input type="checkbox"/> F-V				
	2. <input type="checkbox"/> M-NV	4. <input type="checkbox"/> F-NV				
REMARKS:	Morris 1-17-52					
Attachments:	JOSEPH D. RAGAN Jr. Chief, Personnel Division DIVISION					
PMS						
Append. I						
Photos.						
CONFIDENTIAL						

FORM NO. 37-104
JUN 1951

SECURITY INFORMATION

(1)

14 00000

5 January 1952

Mr. James S. Woods
2017 Comm. Ave. N. W.
Washington, D. C.

Dear Mr. Woods:

You are being considered for employment with the Central Intelligence Agency at grade GS-2, salary \$2750.00 per annum.

The appointment, if offered, will be temporary indefinite in nature. Processing procedures require about 30 days to complete. Unless you are notified to the contrary during this period, you may assume that you are being actively considered for employment. Upon completion of this processing, we will contact you immediately.

In the meantime, it would be appreciated if you will keep us advised of any changes in your present status, such as change of address, etc.

Please let us know immediately if during the interim you find that you will not be able to accept employment with this organization.

Very truly yours,

Joseph E. Regan *JO*
Chief, Personnel Division

REQUEST FOR SECURITY CLEARANCE SECURITY INFORMATION				REQUEST NO.
				DATE 4 JAN. 1952
FULL NAME (Last) Woods, JAMES SAUVIE (First) (Middle)				YEAR OF BIRTH 1928
POSITION TITLE CLERK				GRADE GS 2
LOCATION (OFFICE) 100A	CODE	DIVISION	CODE	BRANCH CODE
GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)				
TYPE OF EMPLOYEE 1. <input type="checkbox"/> REGULAR 2. <input type="checkbox"/> CONTACT 3. <input type="checkbox"/> CONSULTANT 4. <input type="checkbox"/> MILITARY 5. <input type="checkbox"/> OTHERS				
FUNDS <input checked="" type="checkbox"/> VOUCHERED <input type="checkbox"/> UNVOUCHERED				
TYPE(S) OF SECURITY CLEARANCE REQUESTED <input checked="" type="checkbox"/> PROVISIONAL FORS (show name of pool or group)				
<input checked="" type="checkbox"/> SECRET <input checked="" type="checkbox"/> FULL <input type="checkbox"/> WAIVER				
AVAILABILITY DATE (DD-MO-YR) <i>copy</i>	EST. CLEARANCE DATE (DD-MO-YR)	RECRUITMENT SOURCE		CODE 01
SEX AND VETERAN STATUS	1. <input checked="" type="checkbox"/> M-V	3. <input type="checkbox"/> F-V	2. <input type="checkbox"/> M-NV	4. <input type="checkbox"/> F-NV
REMARKS:				
<i>89 to Mel. 1/5</i> Attachments: FHS Append. I Photos.				
CONFIDENTIAL SECURITY INFORMATION				
DISTRIBUTION				

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : File

DATE: 3 January 1952

FROM :

SUBJECT: James S. Woods

1. Contacted Treasury Dept. this date and Employee Relations Officer stated that subject had no efficiency ratings since he had not been there long enough before being granted military furlough and after his discharge. However, she stated that Mr. Woods had been a very satisfactory employee and there was nothing derogatory in his file.

CONFIDENTIAL

REPORT OF INTERVIEW			THIS DATE
NAME James Sauvie Woods		REFERRED BY	
HOME ADDRESS 2817 Conn. Ave., N. W. Wash., D. C.		TELEPHONE AD 8430	
BUSINESS ADDRESS Treasury		TELEPHONE EX 6400 x2612	
DATE OF BIRTH 2-20-1928	PLACE OF BIRTH Forest River, N. D.	CITIZENSHIP (HOW ACQUIRED) US	
NAME OF SPOUSE none - no expectations			
DATE OF BIRTH	PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED)	
SALARY REQUESTED OS-2	NO. OF DEPENDENTS none	INTERVIEWER	
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)			
Hadлична Russ. Sch. Diploma in Jr. accounting			
MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SKILLS, SALARY LEVELS)			
Present- Treasury Dept. I/A attached			
MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)			
Oct 3, 1946 Apr 12, 1948			
Oct 19, 1950 Aug 7, 1951			
Pfc (Infantry)			

CONFIDENTIAL

AREA KNOWNLEDGE (RESIDENCE OR STUDY)

Japan, Korea (US Army) No 10-9

LANGUAGE FACILITY

None

EVALUATION AND RECOMMENDATIONS (BE COMPLETE AND JUSTIFY DECISIONS, NOTE ANY UNFAVORABLE CIRCUMSTANCES)

A CLEAN CUT, BRIGHT EYED, EAGER YOUNGSTER, VERY AMBITIOUS BUT HAS HAD LIMITED EXPERIENCE. HE WOULD LIKE TO GET INTO ACCOUNTING, BUT HE HAS HAD ONLY BASIC ACCOUNTING AND HAS NEVER HAD A JOB IN ACCOUNTING TO TEST HIM. HE IS WILLING TO TAKE A CLERK JOB IF HE WILL GET A CLEARANCE AT ACCOUNTING. WILL GO O/S. FEELS HE IS BLOCKED IN HIS JOB IN TREASURY DEPT. SINCE HE WILL COME AS A GS-2, I WOULD TAKE A CHANCE ON HIH HIM IF HIS TESTS SHOW ANYTHING ENCOURAGING. HE EXPECTS TO ENTER STRAYERS COLLEGE OF ACCOUNTING (BIGHT) IN FEBRUARY. DOES NOT DESIRE POOL. SUGGEST MISS MC KENNEY LOOK HIM OVER. FORMS ATTACHED. HAS BEEN SCHEDULED FOR GS-4 CLERK-ACCT. TEST ON 20 DECEMBER.

FORMS GIVEN:

PHS

MEDICAL

RESERVE

SIGNAT^{RE} OF INTERVIEWER

CONFIDENTIAL

MEMORANDUM TO: Personnel Division
Central Intelligence Agency
2450 "E" Street, N. W.
Washington, 25, D. C.

DEC 3 1951

SUBJECT: Availability of James S. Woods

1. This is to advise you that no objection is interposed to your consideration of the application for employment of the above-named individual who is presently employed by this office.
2. In the event this employee is accepted by your Agency, it is requested that the individual named below be contacted relative to the effective date of his ~~employment~~ release.

(Signature)

Acting Personnel Officer
(Title)

Bureau of Accounts
Treasury Department
(Agency)

Contact for further information:

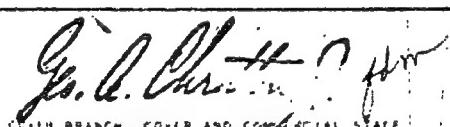
(Name) Employee Relations Officer

Code 172, Extension 2628

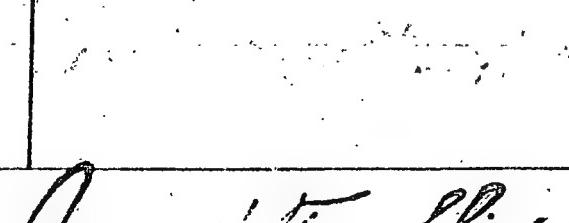
(Telephone)

~~SECRET~~~~REPRODUCTION MASTERS~~~~SECRET~~~~BIOGRAPHY~~~~BIOGRAPHIC PROFILE~~~~SECRET~~Handle with Care

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE	FILE NO.		
		12 May 1975	2542		
TO: (check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	RS NUMBER	502-16-6805		
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER	010032		
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) CCS	ID CARD NUMBER			
ATTN:	CHIEF ADMIN STAFF	OFFICIAL COVER	ESTABLISHED		
REFS:	VERBAL REQUEST		X DISCONTINUED		
SUBJECT	WOODS, James S.	UNIT			
<p style="text-align: center;">KEEP ON TOP OF FILE WHILE COVER IN EFFECT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS</p> <p><input type="checkbox"/> BASIC COVER PROVIDED. EFFECTIVE DATE _____</p> <p><input type="checkbox"/> OPERATIONAL COVER PROVIDED. FOR <input type="checkbox"/> TTY <input type="checkbox"/> OTHER (Specify) _____</p> <p>SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HHR 20-7)</p> <p>SUBMIT FORM 3254 THIS MUST REMAIN (HHR 20-11)</p> <p>SUBMIT FORM 1322 FOR CHANGING LIMITATION COVER. (HHR 240-2e)</p> <p>SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HHR 240-2e)</p> <p>EAA. CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/></p> <p>SUBMIT FORM 2688 FOR HOSPITALIZATION CARD</p> </td> <td style="width: 50%; vertical-align: top;"> <p>CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS</p> <p>EFFECTIVE DATES POD</p> <p><input checked="" type="checkbox"/> SUBMIT FORM 3254 THIS MUST REMAIN CIA TO BE ISSUED. (HHR 20-11)</p> <p>SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HHR 20-7)</p> <p>EAA. CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/></p> <p>RETURN ALL OFFICIAL DOCUMENTATION TO CCS</p> <p>SUBMIT FORM 2688 FOR HOSPITALIZATION CARD</p> <p>DO NOT DESTROY THIS FORM</p> </td> </tr> </table>				<p>ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS</p> <p><input type="checkbox"/> BASIC COVER PROVIDED. EFFECTIVE DATE _____</p> <p><input type="checkbox"/> OPERATIONAL COVER PROVIDED. FOR <input type="checkbox"/> TTY <input type="checkbox"/> OTHER (Specify) _____</p> <p>SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HHR 20-7)</p> <p>SUBMIT FORM 3254 THIS MUST REMAIN (HHR 20-11)</p> <p>SUBMIT FORM 1322 FOR CHANGING LIMITATION COVER. (HHR 240-2e)</p> <p>SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HHR 240-2e)</p> <p>EAA. CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/></p> <p>SUBMIT FORM 2688 FOR HOSPITALIZATION CARD</p>	<p>CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS</p> <p>EFFECTIVE DATES POD</p> <p><input checked="" type="checkbox"/> SUBMIT FORM 3254 THIS MUST REMAIN CIA TO BE ISSUED. (HHR 20-11)</p> <p>SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HHR 20-7)</p> <p>EAA. CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/></p> <p>RETURN ALL OFFICIAL DOCUMENTATION TO CCS</p> <p>SUBMIT FORM 2688 FOR HOSPITALIZATION CARD</p> <p>DO NOT DESTROY THIS FORM</p>
<p>ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS</p> <p><input type="checkbox"/> BASIC COVER PROVIDED. EFFECTIVE DATE _____</p> <p><input type="checkbox"/> OPERATIONAL COVER PROVIDED. FOR <input type="checkbox"/> TTY <input type="checkbox"/> OTHER (Specify) _____</p> <p>SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HHR 20-7)</p> <p>SUBMIT FORM 3254 THIS MUST REMAIN (HHR 20-11)</p> <p>SUBMIT FORM 1322 FOR CHANGING LIMITATION COVER. (HHR 240-2e)</p> <p>SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HHR 240-2e)</p> <p>EAA. CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/></p> <p>SUBMIT FORM 2688 FOR HOSPITALIZATION CARD</p>	<p>CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS</p> <p>EFFECTIVE DATES POD</p> <p><input checked="" type="checkbox"/> SUBMIT FORM 3254 THIS MUST REMAIN CIA TO BE ISSUED. (HHR 20-11)</p> <p>SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HHR 20-7)</p> <p>EAA. CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/></p> <p>RETURN ALL OFFICIAL DOCUMENTATION TO CCS</p> <p>SUBMIT FORM 2688 FOR HOSPITALIZATION CARD</p> <p>DO NOT DESTROY THIS FORM</p>				
<p>0/198/AT/Resent OVER</p> <p>COPY 1 - CO-OP CPU COPY 2 - OPERATING COMPONENT COPY 3 - DS/SACD COPY 4 - DC-DO/TFB COPY 5 - CCS-FILE</p> <p>EDP:JP</p>		 <p>G. A. Hart for CHIEF, OFFICIAL COVER BRANCH, COVER AND COMMERCIAL STAFF</p>			

SECRET

NOTIFICATION OF ENSIGNMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP				FILE NO.
TO: (check)	CHIEF, CONTROL DIVISION, OP		SS NUMBER	
	CHIEF, CONTRACT PERSONNEL DIVISION, OP		EMPLOYEE NUMBER	
	CHIEF, OPERATING COMPONENT (For action)		ID CARD NUMBER	
ATTN:		OFFICIAL COVER	ESTABLISHED	
REF:			DISCONTINUED	
SUBJECT		UNIT		
KEEP ONE TOP OF FILE WHILE COVER IN EFFECT				
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS			CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS	
<input type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE _____			EFFECTIVE DATE: MAY 1972	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR _____ TO _____			SUBMIT FORM 3254 W-2 TO BE ISSUED (MHD 20-7)	
SUBMIT FORM 642 FOR ANY CHANGE IN HNR TELEPHONE LIMITATION CATEGORY TO GATEWAY (MHD 20-7)			SUBMIT FORM 641 FOR ANY CHANGE IN HNR TELEPHONE LIMITATION CATEGORY TO GATEWAY (MHD 20-7)	
SUBMIT FORM 3254 FOR THIS COVER TO BE DISMISSED. (MHD 20-11)			EAA CATEGORY I CATEGORY II	
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (MHD 20-20)			RETURN ALL OFFICIAL DOCUMENTATION TO CCS	
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (MHD 20-20)			SUBMIT FORM 2688 FOR HOSPITALIZATION CARD	
EAA, CATEGORY I CATEGORY II			DO NOT WRITE IN THIS BLOCK	
SUBMIT FORM 2688 FOR HOSPITALIZATION CARD				
REMARKS AND/OR COVER HISTORY				
1 - 111-1111-1 2 - 222-2222-2 3 - 333-3333-3 4 - 444-4444-4 5 - 555-5555-5 6 - 666-6666-6 7 - 777-7777-7 8 - 888-8888-8 9 - 999-9999-9 0 - 000-0000-0				
DISTRIBUTION:				
COPY 1 - CO 00 CPO				
COPY 2 - OPERATING COMPONENT				
COPY 3 - DS/SACD				
COPY 4 - GL/TFB				
COPY 5 - CCS-FILE				
			 Janice J. Franklin CHIEF, OFFICIAL COVER CENTRAL COVER STAFF	

1000W
8-73 1551 USE PREVIOUS EDITION

~~SECRET~~

CHIEF, OFFICIAL COVER; CENTRAL COVER STAFF

43-80-43

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP			DATE
TO: <i>(Check)</i>	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION	FILE NUMBER 2542	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 010032	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER EUR	
ATTN:	EUR/Chief Support Staff	OFFICIAL COVER	X BACKSTOP ESTABLISHED
REF:	Form 1413 dated 6 May 1971		X DISCONTINUED
SUBJECT	WOODS, James S.	UNIT	

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)
A. TEMPORARILY FOR _____ DAYS	DATE _____	
EFFECTIVE DATE _____		
B. CONTINUING AS OF From EOD		
<input checked="" type="checkbox"/> SUBMIT FORM 842 TO CHANGE LIMITATION CATEGORY. (HMB 20-7)	SUBMIT FORM 842 TO CHANGE LIMITATION CATEGORY. (HMB 20-7)	
<input checked="" type="checkbox"/> ASCERTAIN THAT <u>State</u> W-2 BEING ISSUED. (HMB 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.	
<input checked="" type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HMB 240-2a)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY	
<input checked="" type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HMB 240-2a)		
<input checked="" type="checkbox"/> SUBMIT FORM 2688 FOR HOSPITALIZATIONS CARD		

REMARKS AND/OR COVER HISTORY

DISTRIBUTION: COPY 1 - CO COPY 2 - OPERATING COMPONENT COPY 3 - D/SOS COPY 4 - OL/T/ELC COPY 5 - SF COPY 6 - CCS - FILE	RF:km	<i>James S. Franklin</i>
--	-------	--------------------------

FORM 1551 (10-70) PREVIOUS EDITION

SECRET

CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

113-20-431

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP			DA	10 November 1970
TO: <i>(Check)</i>	<input checked="" type="checkbox"/>	CHIEF, RECORDS AND CONTROL	FILE NUMBER	2542
	<input type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER	10002
	<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER	100-542
ATTN:	EUE / Chief Support Staff	OFFICIAL COVER	<input checked="" type="checkbox"/>	BACKSTOP ESTABLISHED
REF:	Form 1322			DISCONTINUED
SUBJECT	WOODS, James S.	UNIT	Records Analysis Group	

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OCP 30-800-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OCP 30-800-11)
A. TEMPORARILY FOR	DAYS	DATE (DD-MON-YY)
EFFECTIVE DATE COB		
B. CONTINUING AS OF COB		Aug 57
<input checked="" type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RMB 30-7)		SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RMB 30-7)
<input checked="" type="checkbox"/> ASCERTAIN THAT <u>ARMY</u> W-2 BEING ISSUED. (RMB 30-11)		RETURN ALL OFFICIAL DOCUMENTATION TO ECG.
<input checked="" type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-110-2a)		DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
<input checked="" type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2a)		
<input checked="" type="checkbox"/> SUBMIT FORM 2008  FOR HOSPITALIZATION CARD		

REMARKS AND/OR COVER HISTORY

DISTRIBUTION: COPY 1 TO:
COPY 2 TO: OPERATING COMPONENT
COPY 3 TO: COB
COPY 4 TO: PAYROLL
COPY 5 TO: DISABILITY
COPY 6 TO: MEDICAL
COPY 7 TO: CECB & PES

H/
HO/pt

SECRET

CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

110-50-481

14 00000
SECRET

6 Mar 59

File: 2542

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT: James Scoville WOODS

1. [] arrangements have been completed for the above-named Subject.

2. Effective as 5 Mar 1959, it is requested that your records be properly blocked [REDACTED]

3. This memorandum confirms an oral request of 6 Mar 59
by [REDACTED] Room 1608 "L", Building, Extension 2420

[REDACTED]
HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OG

100% INDEXED SECRET REMAINING

FEB 1580a
OUT OF FILE

14-19-603

1400000
S L C R E T

DEC 5 1956
(Date)

MEMORANDUM FOR: Chief, Records & Services Division
Office of Personnel

THROUGH : Security Support Division
Office of Security

SUBJECT : James S. WOODS

1. [] arrangements have been completed for the above named subject who will be visiting a foreign country for a [] day TDY trip.

2. Effective this date, it is requested that your records be properly (XXXXXX) (re-opened) to (XXXX) (acknowledged) subject's current Agency employment by an external inquirer.

[Redacted]
Chief, Official Cover & Liaison, CCB

CC: SSD/OS

THIS IS A COPY OF THE ORIGINAL RECORD

DO NOT DESTROY

SECRET

11-11-54

SECRET
(When Filled In)

available. Select

EMR 080878

NOTIFICATION OF PERSONNEL ACTION

OFF.

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)		
010032	WOODS JAMES S		
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
RETIREMENT (VOLUNTARY)		DA 78	REGULAR
UNDER CIA RETIREMENT AND DISABILITY SYSTEM			
6. FUNDS	V TO V	V TO CF	7. JAN AND NSCA
	CF TO V	CF TO CF	8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS		8926 3430 0000 PL 88-643 SEC 233	
DDO/IMS INFORMATION MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF NE		CG45	DCC
14. CLASSIFICATION SCHEDULE (GS, INC, etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP
GS		0344.01	13 2
18. REMARKS		17. SALARY OR RATE 26889	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. HOME CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES
45	10	NUMERIC ALPHABETIC				MO DA YR	MO DA YR	MO DA YR
28. RATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction, Compensation Data	33. SECURITY REQ NO	34. SEX		
MO DA YR		ESC CSC CFA NONE	CODE	TM	MO DA YR			
35. VET PREFERENCE	36. SEV COMP DATE	37. LONG COMP DATE	38. CAREER LATITUDE	39. FEDERAL HEALTH INSURANCE	40. SOCIAL SECURITY NO			
COVA 0. NOVA 1. SP1 2. 10 PT	MO DA YR	MO DA YR	CG45 PROV L145	CG45 0. NOVA 1. SP1	CG45 0. NOVA 1. SP1			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE 0 - NO PREVIOUS SERVICE 1 - NO SERVICE IN SERVICE 2 - 00445 CIV-SERVICE-DATES-DAIS-2-YRS 3 - 00445 CIV-SERVICE-DATES-DAIS-3-YRS			FORM EXECUTED	CG45 1. YES 2. NO	WT TAX EXEMPTIONS	FORM EXECUTED	CG45 1. YES 2. NO	STATE CODE NO TAX EXEMPT

SIGNATURE OR OTHER AUTHENTICATION

JLS

JL

SECRET
(When Filled In)

153078

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
010032		HOODS JAMES S		MO DA YR		REGULAR	
6. PERSONNEL ACTION		7. RANK AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY		10. LOCATION OF OFFICIAL STATION	
REASSIGNMENT		V TO V	V TO CF	8026 3430 0000 50 USC 403 J		WASH. D.C.	
8. FUNDS		CF TO V	CF TO CF	12. POSITION NUMBER		13. SERVICE DESIGNATION	
9. ORGANIZATIONAL DESIGNATIONS		14. CLASSIFICATION SCHEDULE (GS, WG, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
DDO/IMS INFORMATION MGMT. AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT		GS-10		0344.01		CG45 13 2	
18. REMARKS						17. SALARY OR RATE 26889	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. HIRE DATE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET	
37	10	53740	IMS	75013	1	02 20 28	MO DA YR	MO DA YR	
28. VET STATUS		29. REFERENCE		30. SEPARATION DATA	31. SEPARATION DATA CODE	32. CORRECTION / COMBINATION DATA	33. SECURITY REG NO		34. SEA
NO DA YR		REF ID:		CSC CHM PSA HRS	COM	1974 1975 LA 10			
35. VET PREPENITENT		36. SERV COMP DATE		37. LONG COMP DATE	38. CARRIER CATEGORY	39. FIGHT / HEALTH INSURANCE	40. SOCIAL SECURITY NO		
CSC		MO DA YR		MO DA YR	GAB EISV CSC	CHM	0 1948-1 1983		
1 1948 2 1951 3 1954							HEALTH INS CO		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT CODE		43. FEDERAL TAX DATA	44. STATE TAX DATA				
CSC		CODE		FORM EXECUTED CSC 1 YES 2 NO	45. TAX EXEMPTIONS	FORM EXECUTED CSC 1 YES 2 NO	STATE TAX FORM 1 1974-2 1975 STATE TAX CO		
SIGNATURE OR OTHER AUTHENTICATION: FROM: NE									

PCRM 1140
5-74 MAF 10-78

Has Previous Edition

SECRET

82 WHTF 12 01 1972 10 371

315
1974
Raf

SECRET
(When Filled In)

OCC R

NOTIFICATION OF PERSONNEL ACTION

OCCF

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
010032		WOODS JAMES S		NO DA 78		REGULAR	
3. NATURE OF PERSONNEL ACTION		7. PAY AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY			
PROMOTION		8033 4800		0000 50 USC 403 J			
6. FUNDS		V TO V	V TO CF	10. LOCATION OF OFFICIAL STATION			
		CS TO V	CF TO CF	WASH., D.C.			
9. ORGANIZATIONAL DESIGNATIONS		12. POSITION NUMBER		13. SERVICE DESIGNATION			
DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF		CG45		DCC			
11. POSITION TITLE		14. CLASSIFICATION SCHEDULE (GS, WG, EC)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
RECORDS ADMIN OFF		GS		0344.01		13 2	
17. REMARKS						26889	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. HEIGHT CODE	25. DATE OF BIRTH	26. DATE OF GRADE
22	10	46075 NE	75013		1	01 20 28	03 13 78
28. FILE EXPIRES	29. SPECIAL EXPERIENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CONVERSION / Consolidation Data	33. SECURITY REG NO	34. SEX	
NO DA 78		CSC CIA NSA	CODE	TYPE	NO DA 78		
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGL / HEALTH INSURANCE	40. SOCIAL SECURITY NO		
CODE	NO DA 78	NO DA 78	CODE	CODE	0 WALTER 1 YES	HEALTH INS CODE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA				
CODE		FORM EXECUTED 1 - YES 2 - NO	NO TAX EXEMPTIONS	1 - YES 2 - NO	CODE	STATE TAX EXEMPT	STATE CODE
SIGNATURE OR OTHER AUTHENTICATION							
<i>Mar 22 1978</i> <i>JL</i>							

1 SERIAL NO	2 NAME	3 ORGANIZATION	4 FUNDS	5 LWOP HOURS
010032	67113 JAH-S	3116		
6 OLD SALARY RATE		7 NEW SALARY RATE		8 TYPE ACTION
Grade	Step	Salary	Last EH Date	Grade Step Salary Effective Date WGI QSI ADJ.
12	52	24070	11/23/75	12 5 24799 11/20/77
CERTIFICATION AND AUTHENTICATION				
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.				
SIGNATURE	DATE			
<i>John C. C.</i>	10-Sept-1977			
15 NOV 1977				
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD				
CLERKS INITIALS <i>PB</i>				
FORM 560E Use previous editions PAY CHANGE NOTIFICATION (451)				
10-73				

LJF 110977

SECRET
When filled in

OCF

NOTIFICATION OF PERSONNEL ACTION

OCF		NOTIFICATION OF PERSONNEL ACTION														
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)															
010032	WOODS JAMES S															
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA		4. EFFECTIVE DATE MO. DA. YE		5. CATEGORY OF EMPLOYMENT												
		07 11 77		REGULAR												
6. FUNDS		V TO V	V TO CP	7. PAY AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY										
		CP TO V	CP TO CP	3033 4801 0000		50 USC 403 J										
9. ORGANIZATIONAL DESIGNATIONS DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF		10. LOCATION OF OFFICIAL STATION WASH., D.C.														
11. POSITION TITLE RECORDS ADMIN. OFF				12. POSITION NUMBER CG45		13. SERVICE DESIGNATION DCC										
14. CLASSIFICATION SCHEDULE (GS, WG, WO)		15. OCCUPATIONAL SERIES GS 0344.01		16. GRADE AND STEP 12 4		17. SALARY OR RATE 24070										
18. REMARKS THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 10/09/77.																
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. MILITIA CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF REC	28. SECURITY REG. NO.	29. SECURITY REG. NO.	30. SEX					
37	10	48075	NE	75013	1	02 20 28	MO DA YE	MO DA YE	MO DA YE	MO DA YE						
31. RETIREMENT DATA	32. SEPARATION DATA	33. COMPTON CANCELLATION DATA														
MO DA YE	MO DA YE	MO DA YE	TYPE	MO DA YE	MO DA YE	MO DA YE	MO DA YE	MO DA YE	MO DA YE	MO DA YE	MO DA YE					
35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEOLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.											
CODE	0 - NONE 1 - 5 PT. 2 - 10 PT.	MO DA YE	MO DA YE	CAR RESV CORR PROV TEMP	CODE	0 - WAIVED 1 - YES	HEALTH INS CODE									
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA													
CODE	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS 3 - BREAK IN SERVICE MORE THAN 3 YRS	FORM EXECUTED 1 - YES 2 - NO	CODE	FORM EXECUTED 1 - YES 2 - NO	CODE	NO TAX EXEMPTIONS 1 - YES 2 - NO	STATE CODE	NO TAX EXEMPT 1 - YES 2 - NO	STATE CODE							
FROM:	SIGNATURE OR OTHER AUTHENTICATION															
POSTED																
NOV 15 1977 BY [Signature]																

ALL

L20 100 045

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305
OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY
OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI
DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

NAME	ID NUMBER	GRG.	SCH-GR-STEP	NEW SALARY
WOODS JAMES S	CO10032	CCS	GS - 12 4	\$24,070

15848

KKK: 22 JULY 76

SECRET
(When Filled In)

QCF

NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE									
REASSIGNMENT - CHANGE OF HOME BASE		07 13 76									
5. FUNDS		V TO V	V TO CF	6. FUND		7. PAY AND NSCA		8. CATEGORY OF EMPLOYMENT			
		CF TO V	CF TO CF					REGULAR			
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION									
DDO/CCS REGISTRY		WASH., D.C.									
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION							
RECORDS ADMIN OFF CH		BL44		DCC							
14. CLASSIFICATION SCHEDULE (DS, USGS, ETC.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS		0344.01		12 4		21324					
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. Employer Code	21. OFFICE CODING		22. STATION CODE	23. EMPLOYEE CODE	24. MILEAGE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
37	10	NUMERIC	ALPHABETIC	75013	1	02	20 28				
28. DATE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Correction / Cancellation Data		33. SECURITY REG NO	34. SEX	
MO DA YR				TMC 1. A 2. FCA 3. RGA 4. RGA		CODE	MO DA YR				
35. VET PREFERENCE		36. SERV. COMP DATE		37. VONO COMP DATE		38. CAREER CATEGORY	39. FEGLI - HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE		MO DA YR		MO DA YR		CAB PRO PRO SEAP	CODE 0. MARSH 1. YES	CODE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE						42. LEAVE CAT CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA	
							FORM EXECUTED	CODE	NO TAX EXCEPTIONS	FORM EXECUTED	CODE
						1. YES			1. YES		
						2. NO			2. NO		
										STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION											

AEO:13 AUG 76

SECRET
(When Filled In)

OCF		NOTIFICATION OF PERSONNEL ACTION						
1. SERIAL NUMBER.	2. NAME (LAST FIRST MIDDLE)							
010032	WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION CHANGE OF PAY				4. EFFECTIVE DATE 08 08 76	5. CATEGORY OF EMPLOYMENT REGULAR			
6. PAYDAYS	X V TO V CP TO V	V TO CP CP TO CP	7. PAY AND NSCA T230 0130 0002		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDO/CCS REGISTRY				10. LOCATION OF OFFICIAL STATION WASH., D.C.				
11. POSITION TITLE RECORDS ADMIN OFF CH				12. POSITION NUMBER BL44	13. SERVICE DESIGNATION DCC			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 12 4		17. SALARY OR RATE 21324			
18. REMARKS								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE 37	20. EMPLOY. CODE 10	21. OFFICE CODING 39115 CCS	22. STATION CODE 75013	23. INTELLIGENCE CODE 1	24. PAYROLL CODE 072 20 28	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
28. ETD EXAMPLES MO DA YR		29. SPECIAL REFERENCE 1 CSC 2 CIA 3 DIA 4 DDCB	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE 1199	32. COMMISSION / CONTRACTOR DATA MO DA YR	33. EOD DATA →		34. SECURITY REQ. NO. -
35. PFT PREFERENCE CODE		36. SEV COMP DATE MO DA YR	37. LONG COMP DATE MO DA YR	38. CAREER CATEGORY CAB BSB COCO	39. RETAIL / HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO. CODE		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		42. LEAVE CAT CODE	43. FEDERAL TAX DATA CODE	44. STATE TAX DATA CODE				
45. NO PREVIOUS SERVICE 1. NO YEARS IN SERVICE 2. PERIOD IN SERVICE (LESS THAN 2 yrs) 3. PERIOD IN SERVICE (MORE THAN 2 yrs)			46. NO PAY EXEMPT/NO PAY 1. YES 2. NO	47. NO TAX EXEMPT/YNG 1. YES 2. NO				
SIGNATURE OR OTHER AUTHENTICATION								
POSTED <i>[Signature]</i>								
AUG 15 1976 <i>[Signature]</i>								
E 2 IMPDET CL BY 007022								

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DODCS 01/21/70

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
010032		BONIUS JAMES S	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE 01 23 76	5. CATEGORY OF EMPLOYMENT
6. FUNDS Funds → U TO V U TO C		7. PAY AND NSCA 6230 0118 0002	
8. ORGANIZATIONAL DESIGNATION DCO/CCS		9. LOCATION OF OFFICIAL STATION ASHA, DaC.	
10. POSITION TITLE RECORDED ADMIN OF CH		11. POSITION NUMBER 5144	12. CAREER SERVICE-DISPOSITION DAC
14. CLASSIFICATION SCHEDULE (GE 18, etc) G.S.		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 12
17. SALARY OR RATE			
18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION <i>30-205</i>			

010032	WEELES JAMES S	39 115				
OLD SALARY RATE		NEW SALARY RATE		TYPE ACTION M - ADJ		
Grade	Step	Salary	Grade		Step	Salary
GS 12 3	20 678	\$16,643	GS 12 4	21 326	\$18,704	11/23/75
CERTIFICATION AND AUTHENTICATION						
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE						
SIGNATURE <i>John C. Clegg</i>		DATE <i>12 Sept 1975</i>				
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD						
CLERKS INITIALS <i>J. C. Clegg</i>						
FORM 7-56 560E Use previous editions PAY CHANGE NOTIFICATION (4-51)						

PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL ORCN. FUNDS GR-STEP	NEW SALARY
WEELES JAMES S	010032 39 115 V GS 12 4	\$22,485

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL ORCN. FUNDS GR-STEP	NEW SALARY
WEELES JAMES S	010032 39 115 V GS 12 3	\$20,678

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION													
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)												
010032	WOODS JAMES S												
3. NATURE OF PERSONNEL ACTION													
PROMOTION													
FUNDS	X	V TO V	V TO CP	4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
		CP TO V	CP TO CP	MO	DA	YR	REGULAR						
6. ORGANIZATIONAL DESIGNATIONS													
7. DDC/CCS REGISTRY WASH., D.C.													
11. POSITION TITLE						12. POSITION NUMBER			13. SERVICE DESIGNATION				
RECORDS ADMIN SEC CH						00001			DAC				
14. CLASSIFICATION SCHEDULE (GS, LS, etc)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE				
GS			0344.01			12 3			19683				
18. REMARKS													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF ISS		
22	10	22115	CCS	75043	1	1	MO	DA	YR	MO	DA	YR	
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. REINFORCEMENT DATA		31. SEPARATION DATA CODE	32. Correction / Cancellation Data			33. SECURITY REG NO	34. SEX		
35. VET PREFERENCE		36. SEV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORIES	39. FECHI / HEALTH INSURANCE			40. SOCIAL SECURITY NO			
CODE		0 - HOME 1 - FA 2 - TDF		MO DA YR		CAR PROV SEAP	CODE	CODE	0 - WALTER 1 - PBS	HEALTH INS CODE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE						42. LEAVE CAT CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE						0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 MOS 3 - BREAK IN SERVICE GREATER THAN 3 MOS	1 - NON EXECUTED 2 - NO	CODE	NOT TAX EXEMPTIONS	1 - NON EXECUTED 2 - NO	CODE	NO. 348 EXAMP	STATE CODE
45. SIGNATURE OR OTHER AUTHENTICATION													
POSTED													
DEC 2 1974													

SECRET
(When Filled In)

BBG: 19 SEPT 73

NOTIFICATION OF PERSONNEL ACTION

(O)CF		NOTIFICATION OF PERSONNEL ACTION											
1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)		3 NATURE OF PERSONNEL ACTION		4 EFFECTIVE DATE		5 CATEGORY OF EMPLOYMENT					
0100032		WOODS JAMES S		REASSIGNMENT, TRANSFER TO VOUCHERED FUNDS AND DELEGATION OF NSCA		09 19 73		REGULAR					
6 FUNDS ➤		V TO V V TO CP		7. PAN AND NSCA		8 CSC OR OTHER LEGAL AUTHORITY							
X		CP TO V CP TO CP		4230 0121 0002		50 USC 403 J							
9 ORGANIZATIONAL DESIGNATIONS		10 LOCATION OF OFFICIAL STATION		11 POSITION TITLE		12 POSITION NUMBER		13 SERVICE DESIGNATION					
DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC		WASH., D.C.		RECORDS ADMIN OF CH		0061		D					
14 CLASSIFICATION SCHEDULE (GS, GS-13, ETC.)		15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OR RATE							
GS		0344.01		11 6		16326							
18 REMARKS W-2 INFO: CIA													
HOME BASE: SS													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19 ACTION CODE	20 EMPLOYEE CODE	21 SERVICE CODING		22 STATION CODE	23 INTELLIGENT CODE	24 MARITAL CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF SEI				
16	10	35160	GCS	750113		1	MO DA YE	MO DA YE	MO DA YE				
28 MILITARY SERVICE		29 DATE OF RETIREMENT		30 RETIREMENT DATA		31 SEPARATION DATA CODE		32 CORRECTION / CONSOLIDATION DATA		33 SECURITY		34 SEX	
NO DA YE	XX XX XX	1 CSC 2 CAC 3 CAC 4 NONE	CODE	TYPE	MO DA YE	MO DA YE	MO DA YE	MO DA YE	SECURITY	SSQ HQ	M		
35 VET PREFERENCE		36 SEPF COMP DATE		37 LONG COMP DATE		38 CAREER CATEGORY		39 PEGLI / HEALTH INSURANCE		40 SOCIAL SECURITY NO			
CODE	0 HOME 1 SFH 2 AFH 3 AFH	MO	DA	YE	MO	DA	YE	CODE	0 MAJOR 1 MINOR 2 JUNIOR	CODE	0 MAJOR 1 YES	CODE	0 MAJOR 1 YES
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE				42 LEAVE CAT CODE		43 FEDERAL TAX DATA				44 STATE TAX DATA			
CODE	0 NO PAY-CALL SERVICE 1 NO PAY-CALL SERVICE 2 BREAK-IN SERVICE LESS THAN 3 MOS 3 BREAK-IN SERVICE GREATER THAN 3 MOS	CODE		MO/EXECUTIVE	CODE	0 NO PAY-EXEMPTIONS	CODE	0 NO PAY-EXEMPTIONS	CODE	0 NO PAY-EXEMPTIONS	CODE	0 NO PAY-EXEMPTIONS	CODE
SIGNATURE OR OTHER AUTHENTICATION													
FROM: EUR													
POSTED 9-20-73 HJM													

14 00000
"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5325 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS: 13 OCTOBER 1974

NAME	SERIAL	ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032	39 115 V GS 11 6	\$18,061

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED,
YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

WOODS JAMES S 010032 52300121

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER-11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNGS	GR-STEP	NEW SALARY
WOODS JAMES S.	010032	39 115 V	GS 11	6	\$17,116

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	GRGN.	FUNGS	GR-STEP	NEW SALARY	
WOODS JAMES S.	010032	44 750	CF	GS 10	7	\$15,331

*7 JAN 1973 TO 1 OCT 1972 U.....1 EXECUTIVE ORDER
11777, DATED 12 APR 1974.*

SECRET

(When Filled In)

LML: 13 FEB 73

OCC		NOTIFICATION OF PERSONNEL ACTION														
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)															
010032	WOODS JAMES S															
3. NATURE OF PERSONNEL ACTION		4. EMPLOYMENT DATE		5. CATEGORY OF EMPLOYMENT												
PROMOTION		MO DA YR 02 04 73		REGULAR												
6. FUNDS	V TO V	V TO OF		7. FINANCIAL ARRANGEMENTS FOR CHARGES		8. CSC OR OTHER LEGAL AUTHORITY										
	C TO V	X	C TO OF	3135 1267 OFNO		50 USC 403 J										
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION														
DDP/EUROPEAN DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH		ROME, ITALY														
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION												
RECORDS ADM OF		0699		D												
14. CLASSIFICATION SCHEDULE (OASIS NO.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE										
GS		0344.01		11 6		16326										
18. REMARKS																
HOME BASE: IS																
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. PAYROLL CODE	24. PAYROLL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LE	28. RITE EXPENS	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CONVERSION CONVERSION DATA	33. SECURITY	34. SEL	
22	10	44750	EUR	36533	3	02 20 28	02 04 73	02 04 73	MO DA YR 02 03 74	81	1-CSC 2-CIA 3-FICA 4-NONE	CODE	TYPE	MO DA YR	SEL 1000	SEL 1000
35. VET PREFERENCE		36. SERV COMP DATE		37. LONG COMP DATE		38. CIVILIAN CATEGORY		39. MEDICAL INSURANCE		40. SOCIAL SECURITY NO						
CODE		MO DA YR		MO DA YR		SEL 1000		SEL 1000		SEL 1000						
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT		43. FEDERAL TAX DATA		44. STATE TAX DATA		45. TAX EXEMPTIONS		46. TAX EXECUTED						
CODE		CODE		CODE		CODE		CODE		CODE						
SIGNATURE OR OTHER AUTHENTICATION																
POSTED <i>[Signature]</i>																

FORM 5-68
MAY 1971
U.S. GOVERNMENT PRINTING OFFICE: 1971 1-21149

SECRET

GSA GEN. REG. NO. 1
FEDERAL PAY SYSTEM
DATA PROCESSING &
INFORMATION SYSTEMS
MANAGEMENT

When Filled In

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND
EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 44 750 CF GS 10 7	\$14,581

SECRET

(When Filled In)

23 MAY 1971

NOTIFICATION OF PERSONNEL ACTION																	
NCF																	
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)															
010032		WOODS JAMES S															
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT											
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS				05 30 71		REGULAR											
6. FUNDS		V TO V	X	V TO CF	7. Month of Analysis No Change		8. CSC OR OTHER LEGAL AUTHORITY										
		V TO V		CF TO CF	1136 1267 0000		50 U3C 403 J										
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION													
DDP/EUR DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH				ROME, ITALY													
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATOR											
RECORDS ADM OF				0699		D											
14. CLASSIFICATION SCHEDULE (CS, LS, or CS)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE								
GS			0344.01			10 7			13821								
18. REMARKS																	
HOME BASE: EUR																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION		20. Encl. No.		21. SERVICE NUMBER		22. STATION		23. PAYROLL CODE		24. Grade		25. DATE OF BIRTH		26. DATE OF PAY		27. DATE OF LE	
CODE		C/N		NUMBER		CODE		CODE		CODE		MM DD YY		MM DD YY		MM DD YY	
20		10		44525		EUR		36533		3		02 20 28		MM DD YY		MM DD YY	
28. PAY ELEMENT		29. PAY ELEMENT		30. PAY ELEMENT		31. PAY ELEMENT		32. PAY ELEMENT		33. PAY ELEMENT		34. PAY ELEMENT		35. PAY ELEMENT		36. PAY ELEMENT	
05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22	
37. PAY ELEMENT		38. PAY ELEMENT		39. PAY ELEMENT		40. PAY ELEMENT		41. PAY ELEMENT		42. PAY ELEMENT		43. PAY ELEMENT		44. PAY ELEMENT		45. PAY ELEMENT	
05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22		05 29 73 22	
SIGNATURE OR OTHER AUTHENTICATION																	
POSTED 6-3-71																	

SECRET

DMB

SECRET
(When Filled In)

ARS: 11 MARCH 71

63

NOTIFICATION OF PERSONNEL ACTION

CCF

1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)		4 EFFECTIVE DATE		5 CATEGORY OF EMPLOYMENT			
010032		WOODS JAMES S		02	18	71	REGULAR		
3 NATURE OF PERSONNEL ACTION				7 FINANCIAL ANALYSIS NO. CHARGEABLE					
CHANGE OF RANK				8 CSC OR OTHER LEGAL AUTHORITY					
<input checked="" type="checkbox"/> FUNDS ➤		V TO V	V TO CF	1236 1166 00000 50 USC 403 J					
		CF TO V	CF TO CF						
9 ORGANIZATIONAL DESIGNATIONS				10 LOCATION OF OFFICIAL STATION					
DOP/EUR DEVELOPMENT COMPLEMENT				WASH., D.C.					
11 POSITION TITLE				12 POSITION NUMBER		13 SERVICE DESIGNATION			
RECORDS ADM OFFICER				9997		O			
14 CLASSIFICATION SCHEDULE (GS, LS, etc.)		15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OR RATE			
GS		0344.01		10 7		13621			
18 REMARKS OTHER									
HOME BASE: EUR									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19 ACTION	20 Employer Code	21 OFFICE CODING	22 STATION CODE	23 INTEGEE CODE	24 PAYROLL CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LES	
37	16	44997	EUR	73013	1	02 20 28			
28 PAY EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 Correction Computation Data				33 SECURITY REG. NO.	34 SEA
NO DA		1 CIC 2 CIA 3 NCIS 4 NMIC	CODE	TIME	NO DA	14	FOD DATA ➤		
35 VET PREFERENCE	36 SERV COMP DATE	37 LONG LONG DAY	38 CAREER CATEGORY	39 REGS - HEALTH INSURANCE				40 SOCIAL SECURITY NO	
CODE	NO DA	NO DA	NO DA	CAB	100%	FOOD	CODE	9 MAINT	100% DA VONG
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE	42 LEAVE CAT CODE	43 FEDERAL TAX DATA				44 STATE TAX DATA			
CODE	2 NO PREVIOUS SERVICE 3 ONE YEAR OR LESS THAN 100% 4 OVER 100% BUT LESS THAN 300% 5 OVER 300% BUT LESS THAN 3 PER	CODE	CODE	NO TAX EXEMPTION	CODE	CODE	CODE	NO TAX EXEMPT	STATE CODE
SIGNATURE OR OTHER AUTHENTICATION								POSTED 312.714	

14 00000
"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND
EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS: 10 JANUARY 1971

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 44 997 V GS 10 7	\$13,821

SECRET
(When Filled In)

ARS: 27 JAN 71

NOTIFICATION OF PERSONNEL ACTION

OKF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)				
010032	WOODS JAMES S				
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS-CORRECTION					
4. EFFECTIVE DATE 01 10 71		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS ➤ X CPT TO V		7. Financial Analysis No Chargeable 1234 1186 0000			
8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS DOP/EUR DEVELOPMENT COMPLEMENT					
10. LOCATION OF OFFICIAL STATION WASH., D.C.					
11. POSITION TITLE RECORDS ADM OFFICER		12. POSITION NUMBER 9997			
13. SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS	15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 7	17. SALARY OR RATE 13821

18. REMARKS
THIS ACTION CORRECTS FORM 1150 THE EFFECTIVE DATE WHICH READ 12/13/70
TO READ 01/10/71.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. Employer Code	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. Muster Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
58	18	44997	EUR	75013		1.	02 20 1928				
28. NITE EXP RES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Correction / Completion Date		33. SECURITY REQ PNO	34. SEA	
							TYPE NO DA 10	10 12 13 70	EOD DATA ➤		
35. VET. PREFERENCE		36. SERV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY	39. FEGL - HEALTH INSURANCE		40. SOCIAL SECURITY NO		
CODE		MO DA 10		MO DA 10		CAB RESV COOP	CHOB 1. WAKO 2. TBS	HEALTH INS COOP			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE				1. NO PREV CIV SERVICE 2. NO CIV SERVICE IN SERVICE 3. RECENT CIV SERVICE (NOT MORE THAN 2 YRS) 4. RECENT CIV SERVICE (MORE THAN 2 YRS)		NEW EXECUTED COOP NO TAX EXECUTIONS		BORN EXECUTED COOP TWO TAX EXECUTED		STATE CLOUE	
SIGNATURE OR OTHER AUTHENTICATION											

POSTED

1-29-71 M.J.

SECRET

(When Filled In)

ARCS:

12-19-70

NOTIFICATION OF PERSONNEL ACTION							
1 SERIAL NUMBER	2 NAME (LAST-FIRST MIDDLE)						
010032	WOODS JAMES S						
3 NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS				4 EFFECTIVE DATE MO DA YE 12 13 70	5 CATEGORY OF EMPLOYMENT REGULAR		
6 FUNDS ➤ <input checked="" type="checkbox"/>	V TO V <input type="checkbox"/>	V TO CF <input type="checkbox"/>	7 Financial Analyst No Chargeable 1236 1182 0000 50 USC 403 S				
8 ORGANIZATIONAL DESIGNATIONS DDP/EUR DEVELOPMENT COMPLEMENT				9 LOCATION OF OFFICIAL STATION WASH., D.C.			
11 POSITION TITLE RECORDS AUM OFF				12 POSITION NUMBER 9997	13 SERVICE DESIGNATION D		
14 CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15 OCCUPATIONAL SERIES 0344.01		16 GRADE AND STEP 10 7	17 SALARY OR RATE 13041		
18 REMARKS OTHER							
HOME BASE: EUR							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19 ACTION CODE 16 18	20 EMPLOYEE CODE 44397	21 OFFICE CODING NUMBER: 44397 ALPHABETIC: EUR	22 STATION CODE 75013	23 PAYROLL CODE 1	24 PAYROLL CODE 12 20 20	25 DATE OF BIRTH MO DA YE 02 04 70	26 DATE OF GRADE MO DA YE 00 00 00
27 LIFE EXPENS MO DA YE 00 00 00		28 SPECIAL REFERENCE 1. COL 2. CIV 3. MAR 4. PWD	29 RETIREMENT DATA CODE COL	30 SEPARATION DATA CODE COL	31 COMPENSATION/RETIREMENT DATA TUES 1 WED 2 THU 3 FRI 4 SAT 5 SUN 6	32 SECURITY DATA NO 000000	33 SEN 000000
35 RET PREFERENCE CODE 0. HOME 1. FPM 2. LSR		34 SERV COMP DATE MO DA YE 00 00 00	35 TEND COMP DATE MO DA YE 00 00 00	36 CAREER CATEGORY CODE PROF	37 REGUL/HEALTH INSURANCE CODE 1-100	38 SOCIAL SECURITY NO	
41 PREVIOUS GOVERNMENT SERVICE CODE 1. NO PREV IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 yrs) 3. BREAK IN SERVICE (MORE THAN 3 yrs)				42 LEAVE CAT CODE COL	43 FEDERAL TAX DATA SEARCH EXEMPTED 1. YES 2. NO	44 STATE TAX DATA SEARCH EXEMPTED 1. YES 2. NO	45 STATE TAX CODE CODE 1-100
SIGNATURE OR OTHER AUTHENTICATION							
POSTED 11 12-19-70							

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
010032	WOODS JAMES S.	44-525	CF	
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION
Grade	Step	Salary	EFFECTIVE DATE	SI ADJ.
GS 10	6	\$12,679	07/28/68	GS 10 7 \$13,041 07/28/70
CERTIFICATION AND AUTHENTICATION				
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.				
SIGNATURE	DATE			
<i>[Signature]</i>	6/23/70			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD				
CLASS INITIALS	APPROVED BY			
FORM 7-66 560 E <small>Use previous edition</small>		PAY CHANGE NOTIFICATION <i>[Signature] (4811)</i>		

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11324 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 44-525 CF GS 10 6	\$12,679

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 44-525 CF GS 10 6	\$11,942

SECRET
(When Filled In)

4 NOV 68

NOTIFICATION OF PERSONNEL ACTION**NCF**

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
010032		WOODS, JAMES S		REASSIGNMENT		11 04 68		REGULAR		
6. FUNDS ➤		V TO V	V TO CF	7. Financial Analysis No Chargeable		8. CSC OR OTHER LEGAL AUTHORITY				
		CP TO V	X	CP TO CP	9136 1214 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION		11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION		
DOP/EUR FOREIGN FIELD BRITISH COMMONWEALTH REGION LONDON STATION SUPPORT BRANCH REGISTRY SECTION		LONDON, ENGLAND		RECORDS ADM OF		0254		D		
14. CLASSIFICATION SCHEDULE (OS, LS, GS)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS		0344.01		10 6		10847				
18. REMARKS										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTELLIGENCE CODE	24. MILITARY CAREER	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF 181		
37	10	44525	EUR	21025	3	02 20 28				
28. NTC EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data					
11 03 70		83	CGUE		TYPE	MO DA YR	MO DA YR	MO DA YR		
33. VET PREFERENCE		34. SERV COMP DATE	35. LONG COMP DATE	36. CAREER CATEGORY	37. FED/STATE/HEALTH INSURANCE	40. SOCIAL SECURITY NO.				
CODE		MO DA YR	MO DA YR	CAR TEMP	CODE	9. WIFE	10. CHILDREN	11. DEPENDENTS		
0. HOME 1. SPY 2. 10 PER				PROF TEMP						
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE					42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
CODE 1. NO PREVIOUS SERVICE 2. NO LEAVES OR SERVICE 3. LEAVES IN SERVICE (MORE THAN 3 yrs)						40. FILLED OUT	SCOR	FED TAX EXEMPT	STATE EXEMPT	
SIGNATURE OR OTHER AUTHENTICATION										
FROM FE										
1- PCKED Dm										

SECRET

VU: .6 AUG 68

NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION											
PROMOTION											
4. RANKS		V TO V		V TO CF		5. EFFECTIVE DATE		6. CATEGORY OF EMPLOYMENT			
		CF TO V		X CF TO CF		07 28 68		REGULAR			
7. Personnel Analysis No: Changeable											
9137 1487 0000											
8. CSC OR OTHER LEGAL AUTHORITY											
50 USC 403 J											
9. ORGANIZATIONAL DESIGNATIONS DDP/FEE FOREIGN FIELD FE/VNO VIET NAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION BIOGRAPHIC UNIT											
10. LOCATION OF OFFICIAL STATION SAIGON, SOUTH VIET. NAM											
11. POSITION TITLE RECORDS ADMIN OF						12. POSITION NUMBER 4984			13. SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, GS, etc.) GS			15. OCCUPATIONAL SERIES 0344.01			16. GRADE AND STEP 10 6			17. SALARY OR RATE 10847		
18. REMARKS RECORDS ADMIN OFFICER OCCUPYING 10 GENERAL POSITION											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22		20. EMPLOY. CODE 10		21. OFFICE CODING 4155(10) FE		22. STATION CODE 77205		23. INFRIOR CODE 3		24. HUSBAND CODE 07 28 68	
25. MILE EXPIRES MO DA YE 0 0000 00 00		26. SPECIAL REFERENCE 1 CSC 2 FIA 3 FICA 4 FOMC		27. RETIREMENT DATA CONF		28. SEPARATION DATA CODE CONF		29. DATE OF BIRTH 02 20 28		30. DATE OF GRADE 07 28 68	
31. SECURITY RIO PRO		32. SECURITY RIO PRO		33. SECURITY RIO PRO		34. SECURITY RIO PRO					
35. VET PREFERENCE CODE 0 MORE 1 3 PT 2 10 PT		36. SERV. COMP. DATE MO DA YE 0 0000 00 00		37. LONG COMP. DATE MO DA YE 0 0000 00 00		38. CAREER CATEGORY CAR PROV. EMP.		39. FEED / HEALTH INSURANCE CONF WAVES 1 YES 2 NO		40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 mos) 3 BREAK IN SERVICE (MORE THAN 3 mos)		42. LEAVE CAT. CODE CONF		43. FEDERAL TAX DATA CONF EXECUTED 1 YES 2 NO		44. STATE TAX DATA CONF EXECUTED 1 YES 2 NO					
CODE		CONF		CONF		CONF		CONF		STATE CONF	

SIGNATURE OR OTHER AUTHENTICATION

44
66 1150
Mtg 10-6

[Use Previous
Edition](#)

SECRET

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Version 1
Extracted from authentic
decompiling and
decoding technique

to \$1

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

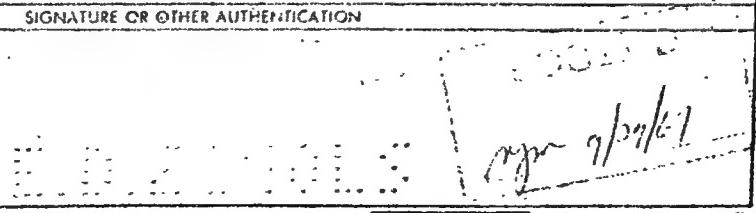
NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 500	CF	GS 09 7	\$ 9,668	\$10,154

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 500	CF	GS 09 7	\$ 9,202	\$ 9,668

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION												
OCS 05/31/67												
1. SERIAL NUMBER	2. NAME (LAST-FIRST MIDDLE)											
010032	WOODS JAMES S											
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE MO. DA YE	5. CATEGORY OF EMPLOYMENT							
				05 21 67								
				7. FINANCIAL ANALYSIS NO. CHARGEABLE			8. CSC OR OTHER LEGAL AUTHORITY					
				7137 1487 0000								
9. ORGANIZATIONAL DESIGNATIONS DDPAFE DIVISION				10. LOCATION OF OFFICIAL STATION SAIGON, SOUTH VIET NAM								
11. POSITION TITLE RECORDS ADMIN OF				12. POSITION NUMBER 4985	13. CAREER SERVICE DESIGNATION D							
14. CLASSIFICATION SCHEDULE (OS, LS, etc.) OS		15. OCCUPATIONAL SERIES 0344,01		16. GRADE AND STEP D9	17. SALARY OR RATE							
18. REMARKS												
SIGNATURE OR OTHER AUTHENTICATION												
												

SECRET
(When Filled In)

MRT: 9 DEC 66

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
010032 WOODS JAMES S				MO. DA. YR.			
3. NATURE OF PERSONNEL ACTION		DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM		12 18 66		REGULAR	
4. FUNDING		V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
		CF TO V	X	7137 1566 0000		PL 88-643 SECT. 203	
9. ORGANIZATIONAL DESIGNATIONS		DDP/FE		10. LOCATION OF OFFICIAL STATION		SAIGON, South Viet Nam TOKYO, JAPAN	
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION	
						D	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
				09		09	
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACT/SD	20. Empl. CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. Hdqtrs Code	25. DATE OF BIRTH	26. DATE OF GRADE
		BUREAU ALPHABETIC			MO DA YR	MO DA YR	MO DA YR
28. RTE EXP'DES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA			33. SECURITY REQ NO
NO DA YR		1 - CSC 2 - FICA 3 - NONE	CODE	TYPE	MO DA YR		34. SEX
35. VET. PREFERENCE	36. SERV COMP DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	43. SOCIAL SECURITY NO.		
CODE	MO DA YR	MO DA YR	CAR YES CODE	CODE	O-WAKER	HEALTH INS CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA				
CODE	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 yrs) 3 - BREAK IN SERVICE (MORE THAN 3 yrs)		FORM EXECUTED	CODE	NO TAX EXEMPTION	FORM EXECUTED	CODE
			1 - YES 2 - NO			1 - YES 2 - NO	NO TAX EXEMPT STATE CODE
SIGNATURE OR OTHER AUTHENTICATION							
<div style="text-align: right; margin-right: 10px;">POSTED 12-14-66</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">14-56</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">When Filled In</div>							

SECRET
(When Filled In)

MRT: 8 DEC 66

NOTIFICATION OF PERSONNEL ACTION												
OCF												
1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)											
010032 WOODS JAMES S												
3. NATURE OF PERSONNEL ACTION												
REASSIGNMENT												
4. FUNDS	V TO V	V TO C			5. EFFECTIVE DATE	6. CATEGORY OF EMPLOYMENT						
	X	X			NO. DA. YR.	REGULAR						
7. COST CENTER NO. CHARGEABLE												
7137 1487 0000												
8. CSC OR OTHER LEGAL AUTHORITY												
50 USC 403 J												
9. ORGANIZATIONAL DESIGNATIONS												
DDP/FE FOREIGN FIELD FE/VNC - VIETNAM STATION EXECUTIVE OFFICE REGISTRY SECTION												
10. LOCATION OF OFFICIAL STATION												
SAIGON, SOUTH VIET NAM												
11. POSITION TITLE												
RECORDS ADMIN OF												
12. POSITION NUMBER												
4127												
13. SERVICE DESIGNATION												
D												
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)												
15. OCCUPATIONAL SERIES												
16. GRADE AND STEP												
17. SALARY OR RATE												
GS 0344.01 09 7 9262												
18. REMARKS												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. Employ. Code	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. Indiv. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF EEI				
-37	10	455001 FE	77205		3	02 120 28						
28. HIRE EXPIRES												
29. SPECIAL REFERENCE												
30. RETIREMENT DATA												
31. SEPARATION DATA CODE												
32. CORRECTION/CANCELLATION DATA												
33. SECURITY REQ. NO.												
34. SEX												
35. VET. PREFERENCE												
36. SERV. COMP. DATE												
37. LONG COMP. DATE												
38. CAREER CATEGORY												
39. FEES / HEALTH INSURANCE												
40. SOCIAL SECURITY NO												
41. PREVIOUS GOVERNMENT SERVICE DATA												
42. LEAVE CAT. CODE												
43. FEDERAL TAX DATA												
44. STATE TAX DATA												
SIGNATURE OR OTHER AUTHENTICATION												
POSTED 12-12-66												

1400000
"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45	380	CF	GS 09 7 \$ 9,003	\$ 9,262

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours							
010032	WOODS JAMES S	45 380 CF								
5. OLD SALARY RATE		6. NEW SALARY RATE								
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-09	6	68719	11/07/65	GS-09	7	89003	03/27/66			
8. Remarks and Authentication QUALITY STEP INCREASE										
/s/ Bennett D. Edwards Date: 31 March 1966										
PAY CHANGE NOTIFICATION										

Form 901 560
Observe Previous Edition
(4-51)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours							
010032	WOODS JAMES S	45 380 CF								
5. OLD SALARY RATE		6. NEW SALARY RATE								
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-09	6	68719	11/07/65	GS-09	7	89003	03/27/66			
8. Remarks and Authentication QUALITY STEP INCREASE										
/s/ Bennett D. Edwards Date: 31 March 1966										

14 00000
PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 49-321
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1969,
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 5 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNUS GHOSTP.	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 380	CF	GS 09 3 \$ 8,200	GS 09 3 \$ 8,495

END

10/10/65

1 Serial No.	2 Name	3 Civil Service Number	4 LWOP Hours				
010032	WOODS JAMES S	45 380 CF					
5 OLD SALARY RATE	6 NEW SALARY RATE						
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	Effective Date
GS 09 3	3	\$ 8,200	11/10/63	GS 09 6	3	\$ 8,495	11/07/65

7/1/65
1. Audited and authorized
2. NO EXCESS LWOP
3. IN PAY STATUS AT END OF WAITING PERIOD
4. LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS: 4/1/65
AUDITED BY: 5/1/65

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS
OF AN ACCEPTABLE LEVEL OF COMPETENCE.
11/07/65

SIGNATURE: 
DATE: 11 October 65
PAY CHANGE NOTIFICATION

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

**SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE
AND STEP AS INDICATED IN CHART BELOW.**

GENERAL SCHEDULE RATES
Federal Employees Salary Act of 1964

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ADPD 09/18/64

1. SERIAL NUMBER 2. NAME (LAST FIRST MIDDLE)

810032 WOODS JAMES S

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT

4. FUNDS 

Y 10 V

Y 10 S

X 10 V

X 10 S

4. EFFECTIVE DATE

DD MM YY

09 18 64

5. CATEGORY OF EMPLOYMENT

7. COST CENTER NO. CHARGEABLE

5137 1966 0000

8. CSC OR GRADE LEGAL AUTHORITY

9. ORGANIZATIONAL DESIGNATIONS

DOP/PE DIVISION

JKD TOKYO CEN REC REC

10. LOCATION OF OFFICIAL STATION

TOKYO JAPAN

11. POSITION TITLE

INTEL ANALYST CH

12. POSITION NUMBER

4460

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LS, etc.)

GS

15. OCCUPATIONAL SERIES

5132.39

16. GRADE AND STEP

09

17. SALARY OR RATE

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED

*glblud mch**REC*

SECRET

REF ID:
EX-1
Excluded from automatic
downgrading and
declassification
20 years from origination
(10/29/1986)

(VA2004 E 1000 fm)

SECRET
(When Filled In)

AES: 16 MARCH 61

NOTIFICATION OF PERSONNEL ACTION													
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)											
010032		WOODS JAMES S											
3. NATURE OF PERSONNEL ACTION REASSIGNMENT & TRANSFER TO CONFIDENTIAL FUNDS*													
4. FUNDS		V TO V	X	V TO CF	5. EFFECTIVE DATE		6. CATEGORY OF EMPLOYMENT						
					MO	DA	TO	NO	DA	TO	REGULAR		
					03	19	61						
7. COST CENTER NO. CHARGEABLE		8. DC OR OTHER LEGAL AUTHORITY											
1137 7351 1000		50 USC 403											
9. ORGANIZATIONAL DESIGNATIONS													
DDP FE FE/JAO TOKYO STATION OFFICE OF THE CHIEF CENTRAL REGISTRY AND RECORDS SEC													
10. LOCATION OF OFFICIAL STATION TOKYO JAPAN													
11. POSITION TITLE INTEL ANALYST GEN													
12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION											
3061		D											
14. CLASSIFICATION SCHEDULE (GS, RS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE							
GS		0132.36		09 3		6765							
18. REMARKS *SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19. ACTION CODE	20. Employer Code	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. Grade Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LS	28. SECURE	29. SAL. SEC		
20	10	NUMERIC	ALPHABETIC	37587		3	02 20 28	02 04 14	NO 50 50	YES	NO 50 50		
30. VTE EXPIRES		31. SPECIAL REFERENCE		32. RETIREMENT DATA		33. SEPARATION DATA CODE	34. CORRECTION/CANCELLATION DATA		35. SECURITY DATA	36. SOCIAL SECURITY DATA			
NO DA TA		1 - CSC 2 - FICA 3 - NONE		CODE		TYPE	NO DA TA	NO DA TA	YES	NO DA TA			
37. VET PREFERENCE		38. SERV. COMP. DATE		39. LONG. COMP. DATE		40. MIL. SERV. CREDIT/LCO		41. FELGI / HEALTH INSURANCE		42. SOCIAL SECURITY DATA			
CODE		NO DA TA		NO DA TA		1 - YES 2 - NO		CODE 0 - WAIVER 1 - YES		NO DA TA			
43. PREVIOUS GOVERNMENT SERVICE DATA		44. LEAVE CAT CODE		45. FEDERAL TAX DATA		46. STATE TAX DATA		47. OTHER DATA		48. COMMENTS			
CODE		1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 12 MOS) 4 - BREAK IN SERVICE (MORE THAN 12 MOS)		CODE		FORM EXECUTED 1 - YES 2 - NO		NO TAX EXEMPTION 1 - YES 2 - NO		FORM SATISFACTORY 1 - YES 2 - NO		CODE 1 - YES 2 - NO	
SIGNATURE OR OTHER AUTHENTICATION													
POSTED 03/22/61, JK													

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCE
MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	43 390 CF	05 09 3	\$ 7,575	\$ 7,930

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 77-792 AND
DOI MEMORANDUM DATED 1 AUGUST 1958, SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 13 OCTOBER 1962.

NAME	SERIAL	CASH	FUND'S	PLS		C.		NEW GUEST SALARY	NEW NON-GUEST SALARY
				GUEST SALARY	NON-GUEST SALARY	C.	C.		
WOODS JAMES S	210632	64361	CP 06 4	2	6932	109 4	4	3386	

OLD SALARY RATE				NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	GRADE	STEP	SALARY	EFFECTIVE DATE
GS 09	3	\$ 6,765	11 13 60	GS 09	3	\$ 6,765	11 13 60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER							
6. CHECK ONE <input checked="" type="checkbox"/> PAY EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD				7. NUMBER OF HOURS LWOP 8. INITIALS OF CLERK 9. AUDITED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL							
10. TYPE OF ACTION <input type="checkbox"/> P.D. <input type="checkbox"/> L.S. <input type="checkbox"/> PAY ADJUSTMENT				11. REMARKS			
12. AUTHENTICATION W.K. 0 0							
PAY CHANGE NOTIFICATION							

FOLIO
8-16560 COMPLETE PREVIOUS EDITION
REPLACES FORM 560, AND 560A.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

1. Serial No.	2. Name		3. Cost Center Number		4. LWOP Hours					
10032	WOODS JAMES S		DDP/FF		11	UV				
5. OLD SALARY RATE		6. NEW SALARY RATE		7. TYPE ACTION						
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	P.D.	L.S.	Adj.
GS 09	3	\$ 6,765	11/13/60	GS 09	4	\$ 6,930	11/12/61			
8. Remarks and Authentication										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD										
PAY CHANGE NOTIFICATION										

SECRET

(4-81)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED
 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD NAME

01 WOODS JAMES S

SERIAL	ORGN	GR-SY	OLD SALARY	NEW SALARY
110032	SI 12	GS-09 2	\$ 6,765	\$ 6,930

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT					
110032	WOODS JAMES S			DDP/FE	V-20						
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA.	YE.				MO	DA.	YE.
GS 9	1	\$ 5,984	11	16	58	GS 9	2	\$ 6,135	11	15	59
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE				9. NUMBER OF HOURS LWOP							
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP											
IF EXCESS LWOP, CHECK FOLLOWING:											
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD											
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
10. INITIALS OF CLERK				11. AUDITED BY							
12. TYPE OF ACTION				13. REMARKS							
<input type="checkbox"/> P.R.I. <input type="checkbox"/> E.O.I. <input type="checkbox"/> PAY ADJUSTMENT											
14. AUTHENTICATION											
15. PAY CHG NOTIFICATION											

1948
2-49

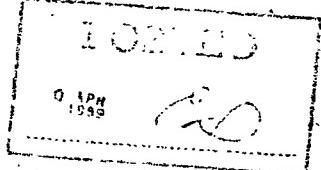
560. OBSOLETE PREVIOUS EDITION
REPLACES FORM 560A AND 560B.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																
NOM 20 MAR 59																
1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth		4. Vet. Prof.		5. Sex		6. CS - EOD					
10032		WOODS JAMES S			Mo. 02	Da. 20	Yr. 28	None-0 5 Pt-1 10 Pt-2	Code 1	M 1	Mo. 04	Da. 21	Yr. 52			
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority		10. Apm't Affidav.		11. FEGLI		12. LCD		13. Perf. Serv. Veto				
Mo. 11	Da. 12	Yr. 48	Yes - 1 No - 2	Code 1	50 USCA 403		Mo. 11	Da. 16	Yr. 50	Yes - 1 No - 2	Code 1	Mo. 04	Da. 21	Yr. 52	Yes - 1 No - 2	Code 2
PREVIOUS ASSIGNMENT																
14. Organizational Designations				Code		15. Location Of Official Station				Station Code						
DDP. FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH				5161		MANILA, R.P.				57557						
16. Dept. - Field		17. Position Title						18. Position No.		19. Serv.		20. Occup. Series				
Dept - 2 USAd - 4 Frgn - 6	Code 5	RECDS MGMT. ANAL						3382		GS		0306.01				
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number						
09 1	\$ 5985	DI		Mo. 11	Da. 16	Yr. 50	Mo. 11	Da. 15	Yr. 59	9 3780 55 006						
ACTION																
27. Nature Of Action				Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data				
REASSIGNMENT TRANSFER TO VOUCHERED FUNDS				01		Mo. 03 Da. 22 Yr. 59		REGULAR		01						
PRESENT ASSIGNMENT																
31. Organizational Designations				Code		32. Location Of Official Station				Station Code						
DDP. FE OFFICE OF THE CHIEF SECRETARIAT				5112		WASH., D. C.				75013						
33. Dept. - Field		34. Position Title						35. Position No.		36. Serv.		37. Occup. Series				
Dept - 2 USAd - 4 Frgn - 5	Code 2	RECDS MGMT OFF						2461		GS		0306.01				
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number						
09 1	\$ 5985	DI		Mo. 11	Da. 16	Yr. 50	Mo. 11	Da. 15	Yr. 59	9 3700 20 001						
44. Remarks																
																

SECRET

(ARMED FORCES IN)

MCM : 4 NOV 58

NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet Pref.	5. Sex	6. CS - EOD	
510032	WOODS JAMES S	Mo. 02 Da. 20 Yr. 28	None-0 5 Pt-1 10 Pt-9	Code 1 M 1	Mo. 04 Da. 21 Yr. 52	
7. SCD	8. CSC Retmt.	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI	12. LCD	13. MIL. Soc. Cdo
Mo. 11 Da. 12 Yr. 48	Yes - 1 No - 2	Code 1	Mo. 11 Da. 12 Yr. 48	Yes - 1 No - 2	Code 04	Mo. 04 Da. 21 Yr. 52
		50 USCA 403				Yes - 1 No - 2

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC	Code	15. Location Of Official Station MANILA, R.P.	Station Code 57557
16. Dept. - Field Dept - 1 USMld - 3 Frgn - 5	Code 5	17. Position Title RECORDS MGMT ANALYST	18. Position No. 3382
19. Serv.	20. Occup. Series GS 0306.01		
21. Grade & Step 07 4	22. Salary Or Rate \$ 5430	23. SD 01	24. Date Of Grade Mo. 04 Da. 10 Yr. 55
			25. PSI Due Mo. 04 Da. 06 Yr. 58
			26. Appropriation Number 8 3780 55 006

ACTION

27. Nature Of Action PROMOTION	Code 30	28. Eff. Date Mo. 11 Da. 16 Yr. 58	29. Type Of Employee REGULAR	Code 01	30. Separation Date
--	-------------------	---------------------------------------	--	-------------------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH	Code	32. Location Of Official Station MANILA, R.P.	Station Code 57557
33. Dept. - Field Dept - 1 USMld - 3 Frgn - 5	Code 5	34. Position Title RECD'S MGMT ANAL	35. Position No. 3382
36. Serv.	37. Occup. Series GS 0306.01		
38. Grade & Step 09 1	39. Salary Or Rate \$ 5985	40. SD 01	41. Date Of Grade Mo. 11 Da. 16 Yr. 58
			42. PSI Due Mo. 11 Da. 15 Yr. 59
			43. Appropriation Number 9 3780 55 006

44. Remarks

POSTED

20 NOV 1958

228

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCE

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE+STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	510032	GS-07-4	\$ 4,930	\$ 5,430

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET (WHEN FILLED IN)																	
1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.	4. PURCHASE												
510032	WOODS JAMES S			DDP/FE	UV												
6. OLD SALARY RATE			7. NEW SALARY RATE														
GRADE	STEP	SALARY	LAST EFFECTIVE DATE NO. DA. YR.	GRADE	STEP	SALARY	EFFECTIVE DATE NO. DA. YR.										
GS 7	3	\$ 4,795	04 07 57	GS. 7	4	\$ 4,930	04 06 58										
8. TO BE COMPLETED BY THE OFFICE OF COMPTROLLER																	
<input type="checkbox"/> CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF REGULAR LEAVE (LWOP), CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD			9. NUMBER OF HOURS LWOP 10. INITIALS OF CLERK 11. AUDITED BY														
12. TO BE COMPLETED BY THE OFFICE OF PERSONNEL																	
12.1 PROJECTED SALARY RATE AND EFFECTIVE DATE <table border="1"> <tr> <th>GRADE</th> <th>STEP</th> <th>SALARY</th> <th>NO.</th> <th>DA.</th> <th>YR.</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			GRADE	STEP	SALARY	NO.	DA.	YR.							13. REMARKS 		
GRADE	STEP	SALARY	NO.	DA.	YR.												
14. AUTHENTICATION																	
PERIODIC STEP INCREASE - AUTHENTICATION																	

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																	
LVL		S. Name (Last-First-Middle)			3. Date Of Birth			4. Vol. Prod.		5. Ser.		6. CS - EOD					
510032		WOODS JAMES S			Mo. Da. Yr.			None-O Code 5 Pt-1 10 Pt-2		1 M 1		Mo. Da. Yr. 04 21 52					
7. SCD		8. CSC Room			9. CSC Or Other Legal Authority			10. Appnt. Allduv.		11. FEGLI		12. LCD		13. All			
Mo. Da. Yr. XX XX		Yes - 1 Code No - 2 1			50 USCA 403 J			Mo. Da. Yr. No - 2 1		Mo. Da. Yr. 04 21		Mo. Da. Yr. 52 2		Yes - 1 Code No - 2 2			
PREVIOUS ASSIGNMENT																	
14. Organizational Designations DDP FE RECORDS INTEGRATION DIV ANALYSIS AND OPERATIONS BR ANALYSIS SEC				Code		15. Location Of Official Station WASH., D.C.				Station Code							
16. Dept. - Field		17. Position Title						18. Position No.		19. Serv.		20. Occup. Series					
Dpt - 1 USMld - 3 Frgn - 5		Code 2 INTEL ANALYST						430.12		GS		0132.35					
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSL Due		26. Appropriation Number							
07 3		\$ 4795		DI		Mo. Da. Yr.		Mo. Da. Yr.		8 2309 23							
ACTION																	
27. Nature Of Action REASSIGNMENT TRANSFER TO UNVOUCHERED FUNDS				Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data					
				06		Mo. Da. Yr. 09 08 57		REGULAR		01							
PRESENT ASSIGNMENT																	
31. Organizational Designations DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC				Code		32. Location Of Official Station MANILA, R.P.				Station Code 57557							
33. Dept. - Field		34. Position Title		35. SD		36. Position No.		37. Serv.		38. Occup. Series							
Dpt - 1 USMld - 3 Frgn - 5		Code 5 RECORDS MGMT ANALYST		DI		04 10 55		04 106 159		GS 0306.01							
39. Grade & Step		40. Salary Or Rate		41. Date Of Grade		42. PSL Due		43. Appropriation Number									
07 3		\$ 4795		Mo. Da. Yr.		Mo. Da. Yr.		8 3780 55 006									
14. Remarks SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.																	

100-100-100

100-100-100

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.			4. FUNDS	5. ALLOTMENT			
110032	WOODS JAMES S			DDP/FI 29			V-20				
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
7	2	\$ 4,660	04	08	56	7	3	\$ 4,795	04	07	57
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED OR PRINTED NAME OF SUPERVISOR JOHN M. SCOTT		11 MAR 1957			SIGNATURE OF SUPERVISOR <i>J. M. Scott</i>						
PERIODIC STEP INCREASE - CERTIFICATION											
FORM NO. 560 1 MAR. 58		SECRET			PERSONNEL FOLDER (4)						

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.			4. FUNDS	5. ALLOTMENT			
110032	WOODS JAMES S			DDP/FI			V-20	2301			
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
7	2	\$ 4,660	04	08	56	7	3	\$ 4,795	04	07	57
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
3. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP IF EXCESS LEAVE LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD				4. NUMBER OF HOURS LWOP 10. INITIALS OF CLERK 11. AUDITED BY							
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE				13. REMARKS							
GRADE	STEP	SALARY	MO	DA	YR						
14. AUTHENTICATION											
PERIODIC STEP INCREASE - AUTHENTICATION											
SECRET											
PERSONNEL FOLDER (4)											

140000
MANUFACTURING DIVISION - CHIEF, PAYROLL SECTION
ATTENTION: Payroll Section
SUBJECT: Change in Assignment Report Distribution
Personal Services of Woods, James G.

1. All Payroll requests for a copy of personnel assignment report for employee be changed effective 12/1/67 to 12/1/67 to 12/1/67.

FROM ACCOUNT: 6-3740-53-008

TO ACCOUNT: 6-2302-03

2. When only change in personnel report is requested, please make a copy of this section on same day prior to the day of distribution. Please compare with the actual record of assignment report.

LFB:JGP

STANDARD FORM 50 (18 PARTS)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER VI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

arc

1. NAME (ONE - 5000 MAX - ONE GIVEN NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. JAMES S. WOODS 110032	20 Feb 1923		22 August 1956
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
REASSIGNMENT 56	26 Aug 1956	50 USC 403 J	
FROM		TO	
BW-430-02		8. POSITION TITLE	Intel Analyst BW-430-12
		9. SERVICE, SERIES, GRADE, SALARY	GS-CL-35-7 \$4660.00 per annum
		10. ORGANIZATIONAL DESIGNATIONS	BDP/71 Economic Integration Division Analysis & Operations Branch Analysis Section
		11. HEADQUARTERS	Washington, D. C.
12. FIELD OR DEPT'L	FIELD	DEPARTMENTAL	13. VETERAN'S PREFERENCE
<input type="checkbox"/> HOME <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> OTHER <input type="checkbox"/> D-P <input type="checkbox"/> 10 POINT		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> DEPARTMENTAL
14. POSITION CLASSIFICATION/ACTION		15. SUBJECT TO C. S. RETIREMENT ACT (YES NO)	
15. SUBJECT TO C. S. RETIREMENT ACT (YES NO)		16. DATE OF APPOINTMENT/ASSIGNMENTS (MONTH AND YEAR)	17. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
16. APPROPRIATION FROM: 7-4309-23		7-4309-23	STATE:
17. TO: Scans 750-13		Yes	
18. REMARKS:		19. DIRECTOR OF PERSONNEL	
		20. ENTRANCE PERFORMANCE RATINGS:	
		21. PERSONNEL FOLDER COPY	



JUN 8/28/56

U. S. GOVERNMENT PRINTING OFFICE: 1950-373067

STANDARD FORM 30 (8 PARTS)
REV. APRIL 1951
PROCLAMATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 30, FEDERAL PERSONNEL REGULATIONS

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

"Transfer To Enclosed funds FROM Unenclosed funds."

3 END 04/21/92

ENTRANCE PERFORMANCE RATINGS

Director of Personnel

4. PERSONNEL FOLDER COPY

U.S. GOVERNMENT PRINTING OFFICE: 1898-13186

SECRET

WPA 265

STANDARD FORM 52
14 MAY 1954
GSA GEN. REG. NO. 27
2.1 CIVIL SERVICE COMMISSION
REGULAR AND PENSION PERSONNEL
REGULAR CHAPTER II

REQUEST FOR PERSONNEL ACTION**UNCLASSIFIED**

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. Woods	20 Feb 28		5 May 56
6. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
<i>Reclassification</i>			
8. POSITION (Specify whether establish, change grade or title, etc.)		9. APPROVED: 17 JUN 1956	
Change in Title and Service Number			
FROM Ops Off (CE) GS-0136.52-7 DDP/YE	BFF 583.05- 0553-4660	TO IO-CI GS-0136.53-7 DDP/FE Branch 1 - Records Integration Branch Personality Files Section	BFF 583.05- 0553-4660
<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL SD:DI

A. REMARKS (Use reverse if necessary)

T/O Change

5. REQUESTED BY (Name and title)		D. REQUEST APPROVED BY Signature: <i>Robert A. Shadley, Jr.</i> Title: FFCMO - 21 May 56	
H. L. Gilbert, FE Personnel Officer			
6. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			
Ex 8761-21 May 56			
13. VETERAN PREFERENCE NAME: WASH OTHER & PT DISAB OTHER		14. POSITION CLASSIFICATION ACTION NEW VICE I A REAL	
15. 16 APPROPRIATION FROM: 6-3710-55-096 TO: Salina		17. SUP (CCT) TO C. S. RETIREEMENT ACT (YES-NO) Yes	
18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		19. DATE OF RESIDENCE CLAIMED PROVED STATE: D.C.	
20. STANDARD FORM 50 REMARKS <i>Used in lieu of SF50 NOTIFICATION OF PERSONNEL ACTION</i>			

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CIVIL OR POS CONTROL	2052	21 May 56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL	Officer	21 May 56	
E.			

E APPROVED

SECRET*by H. L. Gilbert, 21 May 56*

PERIODIC STEP INCREASE CERTIFICATION

CONFIDENTIAL
(Where Filled In)

G. U. S. GOVERNMENT PRINTING OFFICE 1954-220020

1. Agency and organizational designation									2. Payroll period	3. Block No.	4. Step No.
5. Employee's name (and social security account number where appropriate) WOODS, JAMES S.									6. Grade and salary (S-7 \$4525.00)		
PAYROLL CHANGE DATA											
	BASE PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	F. L. C. A.	STATE TAX	GROUP LIFE INS.		NET PAY
7. Previous period											
8. New period											
9. Payable period											
10. Remarks	REASON FOR INCREASE						11. Appraisals			12. Prepared by SAC 1/10	13. Audited by
<input type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase 14. Effective date Apr '56 15. Date last increased 16. Old salary rate 104.455 17. New salary rate \$4660.00 18. Appraisals (check if applicable) SERVICES AND CONDUCT ARE SATISFACTORY <small>(Signature or other authentication)</small> 19. LWOP data (fill in appropriate spaces covering LWOP during following periods): Period 1 <input type="checkbox"/> No end to LWOP. Total hours LWOP <small>(Check applicable boxes in case of excess LWOP: 1. Unpaid 2. Paid 3. Paid as reg as working period 4. LWOP equivalent of unpaid working period)</small> <small>Initials of Clerk</small>											
CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY											

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen. U. S.
October 20, 1954, General Regulations No. 102

S-E-C-I-E-T

() ()
COMBINED PROFESSIONAL ACTION IN LANE OF SP-52
CHANGE OF OFFICIAL DESIGNATION

Effective Date - 22 April 1950

D to DI

<u>FE</u>	<u>Name</u>	<u>Grade</u>	<u>NEA</u>	<u>Name</u>	<u>Grade</u>
		12 12 11 07 09			12

II07
07

<u>EE</u>		12
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<u>SR</u>		07 11
-----------	--	----------

D to DS

<u>ME</u>		65
-----------	--	----

D to DP

<u>ME</u>		07
-----------	--	----

R H - E m i l by F S - L 17 April 1950

S-E-C-I-E-T

SECRET**SECRET****UNTOUCHED****7ABMR
4/7/55
Dow**

STANDARD FORM 52 FEDERAL GOVERNMENT USE ONLY U. S. CIVIL SERVICE COMMISSION APPROVED 1949 - PERSONNEL REGULAR CHAPTER IV		REQUEST FOR PERSONNEL ACTION	
		REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.	
1. NAME (Mr - Miss - Mrs - One given name, initial(s), and surname)		2. DATE OF BIRTH	3. REQUEST NO.
Mr. James S. WOODS		20 Feb 28	21 Feb 54
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		5. EFFECTIVE DATE A. PROPOSED:	6. C. S. OR OTHER LEGAL AUTHORITY <i>for 4/7/55</i>
B. POSITION (Specify whether establish, change grade or title, etc.)		7. APPROVED: B. APPROVED: <i>OPS. OPA. (C) APR 10 1955</i>	8. APPROVED: <i>4/7/55</i>
FROM— IO (PI) DPP 602.02-5 GS-0136.51-5 \$3535.00 p/a		9. POSITION TITLE AND NUMBER 10. SERVICE GRADE AND SALARY	11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL
DDP/FE Intelligence Division Positive Intelligence Branch UNCONV. WARF. DIV.		13. ORGANIZATIONAL DESIGNATIONS Same Same Same Same Same Same Personality, Major Section	14. FIELD DEPARTMENTAL
A. REMARKS (Use reverse if necessary) Attached herewith are Job Description, Dispatch, and DD/P Personnel Data Sheet.			
B. REQUESTED BY (Name and Title) H. C. CLARKSON, AS Personnel Officer		C. REQUEST APPROVED BY Signature _____ Title _____	
D. VETERAN PREFERENCE <input checked="" type="checkbox"/> W/ <input type="checkbox"/> OTHER, SPT. <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/> X DISAB. OTHER		E. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> P.M.	
F. APPROPRIATION FROM 6-3740-55-096 TO: Same		17. SUBTITLE TO C. S. RETIREMENT ACT (YES-NO) Yes	18. DATE OF APPOINTMENT AFFIDAVIT'S (EXCLUDING DATES) STATE: D.C.
G. STANDARD FORM 50 REMARKS <i>RECORDED IN FILE DIRECTIVE 4/7/55 TO: 11325 11325 4/7/55</i>			
H. CLEARANCES		INITIAL OR SIGNATURE	DATE
I. CECIL OR POS CONTROL		<i>W. J. Woods</i>	3/28/53
J. CLASSIFICATION			
K. PLACEMENT OR EMPL.			
L. APPROVED BY		<i>R. A. Stricklin</i>	

SECRET

SECRET2/24/55
S...

STANDARD FORM 52 PREVIOUS EDITION IS OBSOLETE U. S. GOVERNMENT PRINTING OFFICE 1948 16-1100-10750-1 MANUAL CHAPTER 10		REQUEST FOR PERSONNEL ACTION		UNVOUCHERED
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.				
1. NAME (Mr. -- Miss -- Mrs. -- One given name, initial(s), and surname)		4. DATE OF BIRTH	2. REQUEST NO.	6. DATE OF RESIGN
Mr. James S. Woods		20 Feb 38		28 Jan 55
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		5. EFFECTIVE DATE A. PROPOSED: 26 Oct 54		
Reassignment		7. C. S. OR OTHER LEGAL AUTHORITY ITV		
8. POSITION (Specify whether establish, change grade or title, etc.)		8. APPROVED: 26 Oct 1954		
FROM— IO (FI) GS-0136.51-5 5535. DDP/PE WARRFARE DIVISION Personnel Management Bureau		6. POSITION TITLE AND NUMBER 8. SERVICE GRADE AND SALARY	TO— IO (FI) GS-0136.51-5 5535. BFF 602.02-5 Same Same Same Same	
		10. ORGANIZATIONAL DESIGNATIONS		
		11. HEADQUARTERS		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	
A. REMARKS (Use reverse if necessary)				
Subject arrived [] 26 Oct 54 per [] 5239 of 17 Nov 1954.				
B. REQUEST APPROVED BY H. G. CHAMBERS, FE Personnel Officer <i>[Signature]</i>			D. REQUEST APPROVED BY Signature: <i>Jerry P. Humphries (USA)</i> Date: <i>10 Dec 54</i> 8 Feb 55	
13. VETERAN APPROPRIATION		14. POSITION OR SEPARATION ACTION		
NONE		15. APPROPRIATION Fiscal Year 1955-096	16. SUBJECT TO C. S. RETIREMENT ACT (1953-54) Yes	
SEA M	RACE W	X	17. PLACEMENT OR ENCL. TO: Same	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSES ONLY) 2/24/55
19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> INVOICED STATE: D.C.				
20. STANDARD FORM 50 REMARKS <i>See concurrence for 10 Dec 54 - 8 Feb 55 2/24/55 J. Martin</i>				
21. CLEARANCES		INITIAL OR SIGNATURE	DATE	REMARKS
A. CELL OR POS. CONTROL		<i>af</i>	2/24/55	
C. CLASSIFICATION				
D. PLACEMENT OR ENCL.				
E. APPROVED BY		<i>Keayish Balcock</i> SECRET		

GOVERNMENT PRINTING OFFICE: 1952 - 557774

1. Agency and organizational designations		2. Pay rate	3. Bio. No.	4. Bio. No.					
5. Employee's name (last, first, middle initial) Social security account number after colon		T-95 8320							
677-00, James E.									
PAY ROLL CHANGE DATA									
7. Previous hours	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
8. New hours									
9. For this period									
10. Remarks		11. Appropriation			12. Prepared by				
		73-9			JM 4/20/52				
								13. Audited by	
<p><input checked="" type="checkbox"/> Periodic step increases <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other rate changes</p> <p>14. Effective date 15. Date last equivalent 16. Old salary rate 17. New salary rate 18. Performance rating is satisfactory or better.</p> <p>James E. T-95 8320 73-9 4/20/52</p> <p>19. LWOP date (fill in appropriate spaces covering LWOP during following periods):</p> <p><input type="checkbox"/> No change LWOP <input type="checkbox"/> Total excess LWOP</p> <p>Initials of Clerk</p>									
PAY ROLL CHANGE SLIP—PERSONNEL COPY									

STANDARD FORM 50
REV. APRIL 1951
PROLICATED BY
U. S. CIVIL SERVICE COMMISSION
THE FEDERAL PERSONNEL MANUAL

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY.

NOTIFICATION OF PERSONNEL ACTION *Conc. 26 Mar 1954 Jan*

1. NAME (MR. - MRS. - MRS. - ONE OTHER NAME, if applicable), AND SURNAME		2. DATE OF BIRTH	3. JOURNAL OR LIAISON NO.	4. DATE
JAMES S. Woods		20 Feb 1928		16 Apr 1954
It is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Assignment		25 Apr 1954	50 USC § 403 j	
FROM				
TO				
7a. ANALYST BY 469.08 0132.35-5 \$3410.00 per annum		10 (VI) EPP 602.02-5 08-0136.51-5 \$3410.00 per annum		
<i>SD: D CD-PY</i>		<i>SDP/PY</i>		
11. ORGANIZATIONAL DESIGNATIONS Unconventional Warfare Division				
12. HEADQUARTERS				
13. FIELD DEPARTMENTAL		14. FIELD DEPARTMENTAL		
15. VETERAN'S PREFERENCE		16. POSITION CLASSIFICATION ACTION		
16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL PENSION CLAIMED [] I HAVE STATE: D. C.
WHITE	FROM: 4-2259-83 TO: 4-37-0-55-096	Yes		SD:D CD-PY
REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
<i>Transferred to Unconventional Warfare EPP Unpublished Funds.</i>				
<i>g.m. (P.M.)</i>				
1. ANNUAL PERFORMANCE RATING Army Assistant Director for Personnel				
CONFIDENTIAL				

4. PERSONNEL FOLDER COPY

4-16-54

STANDARD FORM 50
MAY 1964 EDITION
PROVISED AND MAINTAINED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER II, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MRS - MISS - OR OTHER NAME, SUFFIXES, AND PARENTHETICAL)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods	20 Feb. 58		27 Feb. 58
<i>This is to notify you of the following action affecting your employment:</i>			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment	28 Feb. 58	50 USC 403 g	
FROM		TO	
GS-130-5		Intel. Analyst 27 569.00	
R I Staff		GS-0130-35-5 \$310.00 per annum	
		DIP/VI R I Division Processing & Records Branch Consolidation Section	
		Washington, D. C.	
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPTL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
<input type="checkbox"/> NONE <input type="checkbox"/> WIDOW <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input checked="" type="checkbox"/> 10-POLY <input checked="" type="checkbox"/> DISAB. OTHER		<input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL CD-VI	
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)
M	W	FROM: 4-2509-23 TO: GS-20	Yes
19. DATE OF APPROVAL MENT AFFIRMATIVE (ACCESSIONS ONLY)			
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:			
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.			
<small>ENTRANCE PERFORMANCE RATING</small> <small>Property Assistant Director for Personnel</small>			

4. *See 3-131*
RECORDED FOLDER COPY

STANDARD FORM 50
REV APRIL 1961
PROLIFERATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER III, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION.

1. NAME (MR.—MISS—MRS.—GIVE FIRST, MIDDLE(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE						
Mr. James S. Woods	20 February 1938	5 June 1953							
This is to notify you of the following action affecting your employment:									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY							
Promotion	7 June 1953	Sch A-6, 116(d)							
FROM	TO								
Intel. Anal. DV-469.03-4 GS-132-4 \$3173.00 per annum	Same DV-469.03 GS-132-3 \$3410.00 per annum								
DIA/P/R Records Integration Staff Processing & Records Branch Consolidation Section Washington, D.C.	10. ORGANIZATIONAL DEMONSTRATIONS	Same Same Same Same Same							
	11. HEADQUARTERS	Same							
FIELD	DEPARTMENTAL	FIELD	DEPARTMENTAL						
12. VETERAN'S PREFERENCE X		13. POSITION CLASSIFICATION ACTION							
None	WWII	Other	SPT.	10-POINT DISAB. OTHER	New	Vice	L.A.	Real	
X	X								
15. SEX	16. RACE	17. APPROPRIATION FROM: 11X2100 TO: 2027-20			18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)			20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
M	W				Yes				
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.									
EXTENSION 2027									
ENTRANCE PERFORMANCE RATINGS									
Chief, Personnel Division									

4. PERSONNEL FOLDER COPY
JUN 6-853 U. S. GOVERNMENT PRINTING OFFICE 1954 210706

STANDARD FORM 50
MAY, 1951
FORMULATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER VI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., OR MISS, ONE GIFTED NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods	20 Feb. 28		24 Apr. 53
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment	26 Apr. 53	Schedule A-6.116(b)	
FROM Mail and File Clerk BV-304.00			
10. SERVICE, GRADE, SALARY	11. ORGANIZATIONAL DESIGNATIONS		
GS-4-303 \$3175.00 per annum	12. HEADQUARTERS		
DDP/PI/RM Processing and Records Br. Consolidation Section	13. FIELD OR DEPTL		
Washington, D.C.		FIELD DEPARTMENTAL	
14. POSITION CLASSIFICATION ACTION			
NONE <input checked="" type="checkbox"/> OTHER <input type="checkbox"/> PFT <input type="checkbox"/> 10-POINT <input type="checkbox"/> DEAF. OTHER <input type="checkbox"/>		15. SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	16. APPROPRIATION FROM: 2309-00 TO: 2309-20
			17. SUBJECT TO C.S. RETIREMENT ACT (PLS-AO) 780
			18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
			19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: DC
20. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if it does not meet all requirements.			
 ENTRANCE PERFORMANCE RATING: 8.00 8.00 8.00 8.00 8.00 8.00 Chief, Personnel Division WOODS, JAMES S. 1921 442 CERTIFICATION			

4. PERSONNEL FOLDER COPY

STANDARD FORM 50
REV. APRIL 1962
PROLIFERATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 61, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., MS., OR GIVER NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																		
Mr. James S. Woods	20 Feb. 28		9 Mar. 53																		
This is to notify you of the following action affecting your employment:																					
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																			
Reassignment	15 Mar. 53	Schedule A-6, 116(b)																			
FROM	TO																				
File Clerk PW-356	Mail and File Clerk PW-356.00																				
GS-4-305 \$3175.00 per annum DMP/PF/RI Processing and Records Br. File Section	8. POSITION TITLE GS-4-305 \$3175.00 per annum DMP/PF/RI Processing and Records Br. File Section	9. SERVICE, SERVICE GRADE, SALARY GS-4 SANE SANE Consolidation Section	10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS Washington, D.C.																		
FIELD	DEPARTMENTAL	12. FIELD OR DEPT'L PW-3100	FIELD DEPARTMENTAL																		
13. VETERAN'S PREFERENCE <table border="1"><tr><td>NONE</td><td>WWII</td><td>OTHER</td><td>S-PY.</td><td>10-POINT DISABILITY</td></tr><tr><td>X</td><td></td><td></td><td></td><td>X</td></tr></table>		NONE	WWII	OTHER	S-PY.	10-POINT DISABILITY	X				X	14. POSITION CLASSIFICATION ACTION <table border="1"><tr><td>NEW</td><td>VICE</td><td>L.A.</td><td>REAL</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>		NEW	VICE	L.A.	REAL				
NONE	WWII	OTHER	S-PY.	10-POINT DISABILITY																	
X				X																	
NEW	VICE	L.A.	REAL																		
15. SEX M. W.	16. RACE WHITE	17. APPROPRIATION FROM: 11X2100 TO: 2309-20	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES																		
		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) 1953																			
		20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE																			
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																					
ENTRANCE PERFORMANCE RATING Chief, Personnel Division																					

4. PERSONNEL FOLDER COPY

KM 3-95-3 U. S. GOVERNMENT PRINTING OFFICE 1650-210784

~~SECRET~~
Security Information

COMBINED PERSONNEL ACTION

Page 9 of 36 pages

Used in lieu of SF-52 and/or SF-50 to document the following types of personnel actions involving no change in grade or salary: (a) Change in title (b) Change of position number (c) Reassignment within Division without series code change (d) Reassignment within Division with series code change. (Note: For action (type d) a SF-50 will be prepared for voucherized positions from information on this form.)

(1) Staff or Division RI (2) Date T/O Approved 17 November 1952 (3) Effective Date of Action 7 December 1952
PRO NO

(1) NAME	(5) ORG. I.P. & POS. TITLE	(6) SCHEDULE S-21-S-GRADE	(7) SLOT NOS.	(8) ACTION	(9) ORG. I.P. & POS. TITLE	(10) SCHEDULE S-21-S-GRADE	(11) SLOT NOS.
	File Clerk	GS-4	X-32.03	A	File Supervisor	GS-305-4	BV-353.01
	File Clerk	GS-4	X-34.02	B	File Clerk	GS-305-4	BV-354.
	File Clerk	GS-4	X-34.	C	File Clerk	GS-305-4	BV-354.01
	File Clerk	GS-4	X-38.02	D	File Clerk	GS-305-4	BV-354.02
	File Clerk	GS-4	X-38.03	E	File Clerk	GS-305-4	BV-354.03
	File Supervisor ance Section	GS-5	X-33.	F	File Supvr.	GS-305-5	BV-355.
	File Clerk	GS-4	X-32.22	G	File Clerk	GS-305-4	BV-356.
	File Clerk	GS-4	X-34.03	H	File Supervisor	GS-305-4	BV-357.
	File Clerk	GS-4	X-32.02	I	File Clerk	GS-305-4	BV-358.
	File Clerk	GS-4	X-38.04	J	File Clerk	GS-305-4	BV-358.01
	File Clerk	GS-4	X-34.01	K	File Clerk	GS-305-4	BV-358.02

(12) APPROVED: _____ (13) APPROVED: T. L. Johnson (14) APPROVED: W. W. McCall
Class & Wage Div. Personnel Div.

STANDARD FORM NO. 10 (PARTS)
MAY 1954 EDITION
PROCLAMED BY
CHAPTER 5, PERSONNEL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

(m)

1. NAME (MR.—MISS—MRS.)—ONE GIVEN NAME, MIDDLE NAME, AND SURNAME Mr. James S. Woods	2. DATE OF BIRTH 20 Feb. 1928	3. JOURNAL OR ACTION NO. 17 Aug. 1952	4. DATE 24 Aug. 1952														
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 17 Aug. 1952	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule of 6.116(b)														
FROM: File Clerk I-39-04		TO: File Clerk I-102-22															
8. POSITION TITLE GS-3-305 \$2950.00 per annum OSO RI Processing and Records Branch File Section		9. SERVICE, SERIES, GRADE, SALARY GS-4-305 \$3175.00 per annum OSO RI Analysis and Operations Branch Service and Correspondence Section															
10. ORGANIZATIONAL SIGNIFICATIONS Washington, D.C.		11. HEADQUARTERS															
12. FIELD OR DEPT'L FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		13. FIELD DEPARTMENTAL <input type="checkbox"/>															
14. VETERAN'S PREFERENCE <table border="1"><tr><td>HOME</td><td>WHITE</td><td>OTHER</td><td>E-P-T:</td><td>10-POINT</td></tr><tr><td></td><td></td><td></td><td></td><td>DISAB. OTHER</td></tr></table>		HOME	WHITE	OTHER	E-P-T:	10-POINT					DISAB. OTHER	15. POSITION CLASSIFICATION ACTION <table border="1"><tr><td>NEW</td><td>VICE</td><td>I.A.</td><td>REAU</td></tr></table>		NEW	VICE	I.A.	REAU
HOME	WHITE	OTHER	E-P-T:	10-POINT													
				DISAB. OTHER													
NEW	VICE	I.A.	REAU														
16. SEX M	17. PROPRIORSHIP FROM: TO: 11X2100	18. SUBJECT TO C. S. RETIREMENT ACT (1950) NOT	19. DATE OF APPOINT- MENT AFFIDAVITS (ACCUSATION ONLY) 20. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED STATES														
21. REMARKS: THIS ACTION IS SUBJECT TO APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.																	
Chief, Personnel Division ENTRANCE EFFICIENCY RATING:		Signature or Other Authentication John S. Woods															

* U. S. GOVERNMENT PRINTING OFFICE 1950-600-076

4. PERSONNEL FOLDER COPY

P.O. 26 March 1952
ACD

STANDARD FORM NO. 10 (PARTS)
15-1949 EDITION
PROLIFERATED BY
CHAPTER 6, GENERAL PERSONNEL REGULATIONS
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., OR GIVER NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE	
Mr. James S. Woods	20 Feb. 1928	157	21 Apr. '52	
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY		
Appointed Appointment	21 Apr. 1952	Pub. A - 6,116 (B)		
FROM	8. POSITION TITLE	TO		
	9. SERVICE, SERIES, GRADE, SALARY	File Clerk GS-3 \$39.04		
	10. ORGANIZATIONAL DESIGNATIONS	GS-3 305 \$2950.00 per annum		
	11. HEADQUARTERS	OSO RI PROCESSING AND RECORDS BRANCH FILE SECTION Washington, D.C.		
FIELD	DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD	DEPARTMENTAL
13. VETERAN'S PREFERENCE			14. POSITION CLASSIFICATION ACTION	
SOME NONE WWII KOREA OTHER	6 PT. 10 POINT. DISAB. OTHER		REG VAC C.A. REAS	
15. RACE	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	18. DATE OF APPOINT- MENT AFFIDAVITS (ACKNOWLEDGEMENT ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
WHITE	FROM: 2123500 TO: 2000	Yes	21 Apr. 1952	
20. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.				
(39.04) This appointment is subject to a satisfactory trial period of one year. Subject to a satisfactory medical examination. SF 61 affidavit executed. 3441				
DOE - 06/07/52 CSDOD - 04/27/52 LCD - 04/21/52				
WMA				
22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 680 681 682 683 684 685 686 687 688 689 690 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CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT								
GENERAL INFORMATION								
1. EMPLOYEE NUMBER 010032	2. NAME (Last, first, middle) WOODS, James S.			3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE 12	6. SD D	
7. OFFICIAL POSITION TITLE RECORDS ADMIN OFF CH	8. OFF. DIV/RR OF ASSIGNMENT DDO/CCS/REG			9. CURRENT STATION HQS	10. CIVIC (C.R. I) X MOS. OF			
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			12. TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT <input type="checkbox"/> SPECIAL					
			13. REPORTING PERIOD (FROM TO) 01 July 76 - 08 July 77			14. DATE REPORT DUE IN D.P. 31 July 1977		
SECTION B. QUALIFICATIONS UPDATE								
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT. NO								
SECTION C. PERFORMANCE EVALUATION								
U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.							
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.							
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.							
S-Strong	Performance is characterized by exceptional proficiency.							
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.							
SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).								
SPECIFIC DUTY NO. 1 Chief of CCS Registry--Supervises employees in setting up and maintaining Staff files and necessary card indices; receiving, distributing and dispatching correspondence to and from the Staff; and processing requests for file traces and other information.							RATING LETTER O	
SPECIFIC DUTY NO. 2 CCS Records Management Officer--Responsible for overall management of CCS records management program. Monitors developments in DDO records management policies and procedures; maintains liaison with ISS and DDO Records Management Officers; seeks improvement in CCS records organization and discipline.							RATING LETTER O	
SPECIFIC DUTY NO. 3 Works with personnel responsible for developing and launching the CCS computerized records system (CENCO) to ensure proper integration of Registry Information.							RATING LETTER S	
SPECIFIC DUTY NO. 4							RATING LETTER	
SPECIFIC DUTY NO. 5							RATING LETTER	
SPECIFIC DUTY NO. 6							RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER O	
FORM 45 USE PREVIOUS 7-73 EDITIONS	CLASSIFICATION CONFIDENTIAL				E2, IMPDET CL BY 061088			

CONFIDENTIAL
CLASSIFICATION

SECTION D**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and test consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Mr. Woods continued to perform in outstanding fashion as Chief of the CCS Registry during an extremely busy period. The figures cited in the last Fitness Report as to the workload of the CCS Registry continued to be representative of the volume and variety of Mr. Woods' responsibilities. He supervised the work of six subordinates with a successful combination of patience and firm professionalism. He continued to be the source of sound, constructive suggestions for coping with the paper "explosion" occasioned by the investigations of CIA and the Freedom of Information and Privacy Acts. Mr. Woods is a highly valuable, reliable, unobtrusively effective records manager. In moving on to new responsibilities in an area division he leaves behind a solid record of achievement and the admiration of those with whom he has served in CCS.

SECTION E**CERTIFICATION AND COMMENTS****1. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION.
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24

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPE OR PRINTED NAME AND SIGNATURE
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16 August 1977

DC/CCS

Arthur C. Close
2. BY EMPLOYEE

I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
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James S. Woods

16 Aug 1977

James S. Woods
3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Mr. Close's evaluation of Mr. Woods' performance during the reporting period agrees completely with my observations and conclusions. Mr. Woods is a first-class professional records officer and supervisor who has clearly earned an overall rating of OUTSTANDING.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPE OR PRINTED NAME AND SIGNATURE
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17 August 1977

Chief, Central Cover Staff

ERICH W. ISENSTEAD
4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
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1977
18 Aug

James S. Woods

CLASSIFICATION
CONFIDENTIAL

C O N F I D E N T I A L
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (Last, First, Middle) WOODS James S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE GS-12	6. SD DAC
7. OFFICIAL POSITION/TITLE RECORDS ADMIN OF CH	8. OFF/DIV/HB OF ASSIGNMENT DDO/CCS/REC	9. CURRENT STATION HQS	10. CODE (C.B., E.) X	MOS. 07	OF
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	INITIAL <input checked="" type="checkbox"/>	ANNUAL <input type="checkbox"/>	REASSIGNMENT <input type="checkbox"/>
CONTRACT	SPECIAL	OTHER	13. REPORTING PERIOD (FROM TO) 1 July 1975-30 June 1976		14. DATE REPORT DUE IN D.P. 30 July 1976

SECTION B

QUALIFICATIONS UPDATE

If "QUALIFICATIONS UPDATE FORM" is being submitted with changes, and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

NO

SECTION C

PERFORMANCE EVALUATION

U—Unsatisfactory

Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training; to placing on probation; to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal

Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D, and remedial actions taken or recommended should be described.

P—Proficient

Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong

Performance is characterized by exceptional proficiency.

O—Outstanding

Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work, as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 Chief of Registry Section--supervises 6 employees in maintenance of Staff files and required card indices; receiving and distributing Staff correspondence; and processing requests for file checks and other information	RATING LETTER S
SPECIFIC DUTY NO. 2 Records Management Officer--responsible for the overall CCS records management program	RATING LETTER O
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

O

C O N F I D E N T I A L
CLASSIFICATION

SECTION D**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Mr. Woods is a quiet, highly effective manager of a major repository of records within the DDO. The workload of his Section is staggering: over 8,000 documents filed each month, over 500 index cards prepared each month; close to 300 Freedom of Information or Privacy Act requests processed each month, etc. Mr. Woods organizes his Section well; he handles a group of six women with skill and understanding and he heads, as a result, a harmoniously working team.

Mr. Woods approaches problems with a positive attitude and brings his considerable experience and imagination to bear with appropriate initiative and follow-through. His response to the exceptionally heavy workload of the Staff over the past year of Congressional investigations and cover exposes was vital to the Staff's and the DDO's requirements for current and historical records. He volunteers ideas designed to improve the Staff's records; he works weekends and after hours to keep ahead of a growing avalanche of paper and requests for information. He is, in sum, a highly competent, knowledgeable, yet flexible records manager upon whom the Staff relies heavily.

SECTION E**CERTIFICATION AND COMMENTS****1. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
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12

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPE OR PRINTED NAME AND SIGNATURE
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27 July 1976

DC/CCS

Arthur C. Close
Arthur C. Close

2. BY EMPLOYEE

I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
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27 July 76

James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I have no difficulty in agreeing with the letter ratings and the narrative evaluation in the above report. Mr. Woods established the high level of his professional competence very soon after his assignment in CCS and has maintained this standard without interruption. I again must emphasize his abilities as supervisor in one of the toughest supervisory assignments known to me. With a Registry Chief like Mr. Woods, it is easy to come to the conclusion that running a registry of the complexity and volume as that of CCS is a cinch - at least he makes it appear that way.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPE OR PRINTED NAME AND SIGNATURE
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29 July 1976

Chief, CCS

Erich W. Isenstead

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE <input checked="" type="checkbox"/> HAVE NOT <input type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
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29 July

James S. Woods

CLASSIFICATION
C O N F I D E N T I A L

SECRET
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (last, first, middle) Woods, James S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE GS-12, DAC
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7. OFFICIAL POSITION TITLE Records Admin OF-CH	8. OFF/DIV/BR OF ASSIGNMENT DDO/CCS/REG	9. CURRENT STATION HQS	10. CCCB (check one) <input checked="" type="checkbox"/> HQS <input type="checkbox"/> DPO
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11. TYPE OF APPOINTMENT				12. TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spec.)	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASIGNMENT	<input type="checkbox"/> SPECIAL

13. REPORTING PERIOD (from-to) 1 January 1975 - 30 June 1975	14. DATE REPORT DUE IN O.P. 31 July 1975
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SECTION B

QUALIFICATIONS UPDATE

If QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C

PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Corrective actions taken or proposed in Section D.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
S—Satisfactory	Performance is satisfactory. Desired results are being produced in the manner expected.
St—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1

Chief of Registry Section - supervises 7 employees

RATING LETTER

S

SPECIFIC DUTY NO. 2

Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.

RATING LETTER

O

SPECIFIC DUTY NO. 3

RATING LETTER

SPECIFIC DUTY NO. 4

RATING LETTER

SPECIFIC DUTY NO. 5

RATING LETTER

SPECIFIC DUTY NO. 6

RATING LETTER

RATING LETTER

S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular behaviors or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

SECRET
CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

JUL 8 11 25 AM '75

During the 6 months under review Mr. Woods has continued to fulfill his responsibilities in the same excellent manner which has been documented in his last two fitness reports and which led to his promotion to GS-12. Mr. Woods surefootedness as a records officer and manager of people, together with ability to take necessary initiatives where actions are required and his maturity and sound judgement, make him an ideal chief of this very active and complex registry and records management office. I dread to think that eventual rotation will deprive me of the services of this extraordinarily competent and effective officer.

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
1 year, 9 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 July 1975	Chief, CCS	Erich W. Isenstead

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
<input type="checkbox"/> HAVE ATTACHED	7 July 1975	James S. Woods
<input type="checkbox"/> HAVE NOT ATTACHED		

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

There is no one in the chain of command who could act as reviewing officer.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	7 July 1975	James S. Woods
CLASSIFICATION		SECRET

CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (last, first, middle) WOODS, JAMES S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE/G. GS GS-12 D
7. OFFICIAL POSITION TITLE: RECORDS ADMIN OF-CH		6. OFF/DIV/BR OF ASSIGNMENT DDO/CCS/REGISTRY	8. CURRENT STATION HEADQUARTERS	10. CODE (4 chars) <input checked="" type="checkbox"/> MOB. DP

11. TYPE OF APPOINTMENT

X	CAREER	RESERVE	CONTRACT	OTHER (Spec.)	TEMPORARY	ANNUAL	REASSIGNMENT	<input checked="" type="checkbox"/> SPECIAL
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13. REPORTING PERIOD (from-to)

1 June 1974-31 December 1974

14. DATE REPORT DUE IN O.P.

31 January 1974 (Retirement of Supervisor)

SECTION B

QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C

PERFORMANCE EVALUATION

<u>U</u> -Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
<u>M</u> -Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
<u>P</u> -Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
<u>S</u> -Strong	Performance is characterized by exceptional proficiency.
<u>O</u> -Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1

Chief of Registry Section - supervises seven employees

RATING LETTER

S

SPECIFIC DUTY NO. 2

Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.

RATING LETTER

O

SPECIFIC DUTY NO. 3

CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security - through 6 October 1974.

RATING LETTER

S

SPECIFIC DUTY NO. 4

RATING LETTER

SPECIFIC DUTY NO. 5

RATING LETTER

SPECIFIC DUTY NO. 6

RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S

SECRET
CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost considerations, if applicable, in the use of personnel, time, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Since his last Fitness Report, in June 1974, Mr. Woods has continued his extremely fine performance as a conscientious, hardworking and thoughtful records manager and registry supervisor. The CCS registry workload remains at about the same level as previously reported, and Mr. Woods regularly works an hour or so of uninterrupted overtime every working day personally reorganizing procedures, cleaning out, consolidating, and retiring files. His enthusiastic determination in reducing the numbers of out-of-date and no longer useful files is most exemplary. Knowing the numbers of primary and supplemental files involved in this exercise, and as a retiring supervisor, I can only wish him "good luck"!

Mr. Woods also continues eager to learn and use new methods and techniques. During this reporting period, in July 1974, he took the Agency course "Introduction to Micrographics Seminar #2."

Finally it gives me pleasure to note here that, effective ²⁴ November 1974, Mr. Woods will be given a well deserved promotion from GS 11/6 to GS 12/3.

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

15 months

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED

20 November 1974

Deputy Chief, CCS

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION
OF MY PERFORMANCE

DATE

SIGNATURE OF EMPLOYEE

HAVE ATTACHED

 HAVE NOT ATTACHED

20 NOV 74

James S. Woods

S R C R E T
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (last, first, middle) WOODS, JAMES S.	3. DATE OF BIRTH 02/20/28	4. GRADE GS-11 D
5. OFFICIAL POSITION TITLE RECORDS ADMIN OF - CH	6. OFF/DIV/BR OF ASSIGNMENT DDO/CCS/REGISTRY	7. CURRENT STATION HEADQUARTERS	8. CODE (if one) X HOS DF

11. TYPE OF APPOINTMENT

<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	OTHER (Spec.)	TEMPORARY	<input checked="" type="checkbox"/> ANNUAL	REASIGNMENT	SPECIAL
--	----------------------------------	-----------------------------------	---------------	-----------	--	-------------	---------

13. REPORTING PERIOD (from-to)

1 June 1973 - 31 May 1974

14. DATE REPORT DUE IN O.P.

30 June 1974

SECTION B

QUALIFICATIONS UPDATE

If qualifications update form is being submitted with changes, and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

NO

SECTION C

PERFORMANCE EVALUATION

U-Unclassifiable

Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe actions taken or proposed in Section D.

M-Marginal

Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P-Proficient

Performance is satisfactory. Desired results are being produced in the manner expected.

S-Strong

Performance is characterized by exceptional proficiency.

O-Outstanding

Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1

Chief of Registry Section - supervises seven employees.

RATING LETTER

S

SPECIFIC DUTY NO. 2

Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.

RATING LETTER

O

SPECIFIC DUTY NO. 3

CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security.

RATING LETTER

S

SPECIFIC DUTY NO. 4

RATING LETTER

SPECIFIC DUTY NO. 5

RATING LETTER

SPECIFIC DUTY NO. 6

RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S

S E C R E T
CLASSIFICATION

ALL

SECTION D

NARRATIVE COMMENTS

(Note: Significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment, and funds, must be commented on, if applicable. If entire page is needed to complete Section D, attach a separate sheet of paper.)

After a short overlap with his predecessor, Mr. Woods assumed his responsibilities as Chief of Registry, CCS, on 3 October 1973 - roughly nine months ago. In this position he is responsible, overall, for CCS registry and records management activities, including the supervision of seven other individuals. As could be expected from even a casual reading of his past fitness reports, Mr. Woods quickly took hold, and has been performing his new responsibilities in an exemplary manner. Despite the volume and variety of files with which he was required to become familiar, early on he systematically began cleaning out, consolidating, and retiring files as appropriate, reorganizing and updating the indexing system for individual and project files, and redistributing employee workloads. He also reorganized the placement of file machinery, desks, and service counter to achieve greater employee comfort and efficiency in the utilization of personnel. Although his task as Staff Security Officer is a secondary function, he also reorganized, simplified and re-wrote the security check and duty officer roster procedures.

Indicative of the work which he supervises are selected Registry statistics for May 1974: 7015 documents filed, 8200 files pulled (and re-filed) for Staff officers' use, 6642 cables processed and distributed, 9900 facility and name searches, 2353 documents logged, 833 index cards made and filed, and 200 new files opened. During his nine months with CCS, Mr. Woods not only has had to learn the CCS "system" himself,

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
---	---	--

10 mos

DATE

OFFICIAL TITLE OF SUPERVISOR

TY

25 June 1974

DC/CCS

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
---	------	-----------------------

HAVE ATTACHED	<input checked="" type="checkbox"/>	HAVE NOT ATTACHED
---------------	-------------------------------------	-------------------

25 June 74

James S. Woods

James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

In the relatively short period of his assignment to CCS, Mr. Woods has completely lived up to his advance billing as reflected in past fitness reports. [] has provided the specifics of Mr. Woods' accomplishments and has left me only to say that Mr. Woods is a first class professional Records Officer and supervisor who fully deserves an overall rating of Strong.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
------	--------------------------------------	-------------------------------------

C/CCS

Erich W. Isenbroad

4. BY EMPLOYEE

STATEMENT THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE	SIGNATURE OF EMPLOYEE
--	------	-----------------------

1 July 74

Erich W. Isenbroad

CLASSIFICATION

S E C R E T

S E C R E T

Fitness Report Woods, James D. 010032

SECTION D NARRATIVE COMMENTS (continued)

but has been required, due to a turnover in personnel, to train three new Records Clerks.

Courses taken since the start of his tour with CCS include Operational Records I and III, ADP I, Forms Management Seminar, and Forms Analysis and Design Workshop.

Mr. Woods has proved to be a conscientious, hard-working and thoughtful records manager and supervisor, and CCS is glad to have him aboard. I am sure that the next records inventory will provide statistical evidence of his abilities as a "housecleaner."

S E C R E T

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					010032	
SECTION A						
GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.			20 Feb 28	M	GS-11	D
6. OFFICIAL POSITION TITLE			7. OFF./DIV./BR. OF ASSIGNMENT	8. CURRENT STATION		
Records Admin Officer			DDO/EUR	Rome		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
CAREER	RESERVE	TEMPORARY	INITIAL	X	REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)			X	ANNUAL	X	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - To)			
			1 June 72 - 31 May 73			
SECTION B						
PERFORMANCE EVALUATION						
<p>U-Inadequate Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Superior Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
Station Records Management and Control Officer - responsible for the mediation, preparation, implementation and control of the Records Management Program.						O
SPECIFIC DUTY NO. 2						RATING LETTER
Chief of Registry Section - in this capacity he supervises one employee in the processing and pouching of all dispatch and other correspondence; serves as the cable analyst, processing and distributing all cable traffic; and serves as Top Secret Control Officer.						S
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						
						RATING LETTER
						O
						8 MAY

SECRET

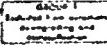
(Form filled in)

SECTION C		NARRATIVE COMMENTS
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>This officer has continued to perform with a high degree of effectiveness and accomplishment. He has concentrated on improving our records holding standards and on purging irrelevant and outdated files. In May 1972 he began a monthly series of progress reports for the Chief of Station outlining the month's accomplishments. Copies of these reports through January 1973 were sent to HQs in OIRT-18014 and 18015, dated 9 Feb 73. These reports clearly show this officer's focus on records management activities, his ingenuity and aggressiveness in launching programs of review of files and his tireless efforts in reducing Station holdings to a practical and useable minimum. His records inventory as of September 1972, reporting a total reduction in excess of 85 feet, speaks for itself. His next report also promises to show dramatic reductions.</p> <p>This officer shows a sense of professional responsibility and determination in the oft neglected function of records management, deeper and more intense than any other witnessed by the rating officer in his career. He performs his other duties as Chief, Registry with an equally high degree of effectiveness. Subject officer may have been inadvertently hiding his talents under the proverbial bushel basket by having remained in the field for so long. It is the rater's hope that HQs now has focussed on him and has discovered his potential for greater responsibilities. The records in this Station are tremendously improved for his having had a tour in Rome. We are certainly glad he came.</p>		
SECTION D		CERTIFICATION AND COMMENTS
1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
30 April 1973	/s/ James S. Woods	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Admin Officer	/s/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>This officer has been remarkably effective during his tour in Rome. While we are very sorry to lose him, there is no question that his formidable talents should be used on a much broader range of records management and related problems than could be done in this Station. His next assignment in Headquarters appears to give him that additional scope. We are glad that he served in Rome and that during this tour here he received a well-deserved promotion. Rome Station's records have improved considerably as a result of this officer's tour here. I am in full agreement with the above comments and ratings.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Ops Officer	/s/

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
				010032		
SECTION A						
GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.			20 Feb 28	M	GS-10	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATION			
Records Admin Officer			DDP/EUR/I Rome			
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR		
CAREER/PROVISIONAL (See Instructions - Section C)			X ANNUAL	REASSIGNMENT EMPLOYER		
SPECIAL (Specify)			SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From To)			
31 July 1972			1 October 1971 - 31 May 1972			
SECTION B PERFORMANCE EVALUATION						
<p>U-Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong: Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>						
SPECIFIC DUTY NO. 1						RATING LETTER
Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and in the performance of other registry duties.						0
SPECIFIC DUTY NO. 2						RATING LETTER
Station Records Officer - Responsible for the Station's Record Management Program.						0
SPECIFIC DUTY NO. 3						RATING LETTER
Cable Analyst - Processes and distributes all incoming and outgoing cable traffic.						S
SPECIFIC DUTY NO. 4						RATING LETTER
Top Secret Control Officer.						S
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
21 AUG 1972						
OVERALL PERFORMANCE IN CURRENT POSITION						
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>						RATING LETTER
						0



SECRET
(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel actions. Nature of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>This officer's performance over the past year has been outstanding. He is a skilled professional records manager, an indefatigable worker and a highly imaginative and efficient supervisor. Since his last Fitness Report he has directed a TDY team of records officers in a concentrated program of records reduction. He devised the program and supervised its execution with most effective results. This officer is a driver and a doer. He constantly strives to improve the Station's records management posture and follows up with procedures designed to maintain the gains achieved by his efforts. It is highly gratifying and stimulating to work with him. He sees the broad dimensions of the task at hand and focuses constantly on improving the system. This quality convinces the rater that he is capable of greater responsibilities in a position of broader scope. I recommend that Headquarters begin to plan for the utilization of this officer on the completion of his tour of duty in Rome. He should be placed in a Headquarters position in which his skills and broad experience can be fully used and in which he can achieve the professional growth of which he is both capable and deserving.</p>			
SECTION D			
CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
17 July 1972	/s/ James S. Woods		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
17 July 1972	Admin Officer	/s/ [REDACTED]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur in the comments of the rating officer and believe the overall outstanding rating is well deserved. Subject is a first-rate Records Management officer - deeply interested in his work, conscientious in the extreme and always looking for an innovative approach that will upgrade the functioning of Registry and better serve Station needs. Without losing sight of the unending pressure to reduce and periodically reorder the Station's holdings, this officer avoids assuming attitudes that are cast in cement. He works with the Branches and individual officers in solving problems rationally. He is unfailingly pleasant and courteous and is well-liked by all. The Station is fortunate to have him.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
25 July 1972	DCOS	/s/ Joseph A DiStefano	

SECRET

CN dUT

SECRET
(Open Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER
GENERAL					010032
SECTION A					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
Woods, James S.			20 Feb. '28	M	GS-10 D
5. OFFICIAL POSITION TITLE			6. OFF/DIV/BR OF ASSIGNMENT	7. CURRENT STATION	
Records Admin Off			DDP/EUR/I	Rome	
8. CHECK (X) TYPE OF APPOINTMENT			9. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			INITIAL	REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - To) 4 July 1971-30 September 1971			
SECTION B:		PERFORMANCE EVALUATION			
<p>U-Um satisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P=Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S=Strong Performance is characterized by exceptional proficiency.</p> <p>O=Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and other registry duties.					RATING LETTER S
SPECIFIC DUTY NO. 2 Station Records Officer - Responsible for the Station's record program and to give guidance and/or assist the Station officers when called upon to do so.					RATING LETTER S
SPECIFIC DUTY NO. 3 Cable Analyst - Process and distribute all incoming and outgoing cable traffic, this includes maintenance of the chrono files.					RATING LETTER S
SPECIFIC DUTY NO. 4 Top Secret Control Officer.					RATING LETTER P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER 21/09/71
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					
					RATING LETTER S

SECRET

(This field left blank)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be mentioned on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

I have worked with this Officer just 2½ months, but this has been long enough to satisfy me that he is above average in registry work. He is a very knowledgeable registry technician, but most important, he is aggressive and imaginative in devising new procedures, or revising old ones to improve the quality of registry service to this Station. He is affable in dealing with his peers and confident and persuasive in dealing with the senior management of this Station. Shortly after his arrival he took over the analysing and distribution of the cables, and prepared a Station procedure for this purpose. Immediately following that, he devised a new procedure for handling correspondence and installed it. He had reviewed the multitudinous files at this Station and has plans to trim them back to more reasonable and appropriate dimensions. In every respect, this officer has taken charge of the function he is here to perform, and has devoted a great deal of time, thought and effort to improve it. We are indeed satisfied with his performance. 44211

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

4 October 1971

/s/ James S. Woods

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

2½ months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

4 October 1971

Chief, Support

/s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Since I have just arrived at the Station I have not had an opportunity to observe this officer's performance. However, I respect the rating officer's judgment which in this case coincides with other favorable comments I have heard about the Subject. I therefore defer to the rating officer's evaluation.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

4 October 1971

Deputy Chief of Station

/s/ Joseph A. Distefano

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
GENERAL				010032	
SECTION A					
1. NAME WOODS James S		2. DATE OF BIRTH 20 Feb, 1923	3. SEX M	4. GRADE GS-10	5. SD D
6. OFFICIAL POSITION/TITLE Records Adm. Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/Italian		8. CURRENT STATION Rome, Italy	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input checked="" type="checkbox"/> SPECIAL (Specify): Promotion		10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE	
11. DATE REPORT DUE IN D.P. 1 January 1971 - 30 May 1971		12. REPORTING PERIOD (From - To)			
SECTION B		PERFORMANCE EVALUATION			
U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.				
M-Marginal	Performance is deficient in some aspects. The reason for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.				
P-Proficient	Performance is satisfactory. Desired results are being produced in this manner expected.				
S-Strong	Performance is characterized by exceptional proficiency.				
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.				
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Reviewed, retired and rationalized Italian Branch Files and explained same system to Branch personnel		RATING LETTER O			
SPECIFIC DUTY NO. 2		RATING LETTER			
SPECIFIC DUTY NO. 3		RATING LETTER			
SPECIFIC DUTY NO. 4		RATING LETTER			
SPECIFIC DUTY NO. 5		RATING LETTER			
SPECIFIC DUTY NO. 6		RATING LETTER <i>3 AUG 1971</i>			
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					
RATING LETTER O					

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of handling classified material or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Woods first made a survey of the Augean stable that the Italian Branch files had become over many years of shifts in personnel and changes of direction. He then reviewed, downgraded, and retired approximately 350 Top Secret documents with appropriate Project and Subject files and copies destroyed. At the completion of this there was not one Top Secret document on the Branch. He devised, gained approval from FI/D, and carried out a new procedure for the downgrading of TYLOTE material from Top Secret to Secret so that it could be retired. He retired approximately 60 Project, 25 Subject, and fifty 201 files. He surveyed the [redacted] files and discovered that there were a total of 93 of which 19 were already closed. He closed 47 of the remainder and left 25 open and arranged for RID/ARD to retire all the material in the open files prior to 1 January 1971. He closed and retired Plan files dating back to the early 1950's. All in all, out of 76 feet of safe space filled with CS material, he retired 36 feet of files leaving a catalogue of where everything is or has been sent. A remarkable record (and done with a minimum of fuss and Branch dislocation)!

What he did in such a short time speaks eloquently of how he went about his duties for which see the accompanying memorandum of recommendation for promotion. Reporting officer has known him over fourteen years and has the unvarying impression of him as a quietly competent, diligent, reliable, self-reliant individual.

/continued/

SECTION D**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE

SIGNATURE OF EMPLOYEE

Subject now in Rome Station

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

4 months

See above

DATE

OFFICIAL TITLE OF SUPERVISION

TYP

27 July 1971

ADC/EUR/Italy

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL I concur in the above evaluation. Subject turned in a most impressive performance during his brief time on the Italian Branch. Largely as a result of his enthusiasm and initiative, the Branch was able to achieve what had never been accomplished before: a complete overhaul, cleaning, purging, and restructuring of its filing system. To his credit, Subject has a keen appreciation for operational requirements and all of this work was done without sacrificing the future utilization of information acquired in the past; on the contrary, the efficient use of this material has been so enhanced that it will surely be reflected in our future operations. Mr. Woods has a unique contribution to make in Rome or any other place he is assigned. The Station is fortunate to have him...his presence is sorely needed to do the same thing in Rome that he has just accomplished

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

27 July 1971

Chief/Italian Branch

Mirschel F. Peak

SECRET

1400000
SECRET

-2-

You give him a job and need not worry about whether or how it will be done.

The job offered no opportunity to observe his supervisory capabilities. He is cost conscious and security conscious.

Fitness Report James S. Woods (continued)

SECTION D.3. (continued).

in Headquarters. The importance of his contribution and his personal initiative and efforts should be rewarded by a promotion.

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER
				010032
SECTION A				
GENERAL				
1. NAME (Last) Woods, James S.		(First) (Middle)	2. DATE OF BIRTH 20 Feb 23	3. SEX M
4. GRADE GS-10		5. SD D		
6. OFFICIAL POSITION TITLE Recs Adm Off		7. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/BCR		8. CURRENT STATION London
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input checked="" type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 30 November 1970		12. REPORTING PERIOD (From - To) 30 June 1970 - 18 November 1970		
SECTION B PERFORMANCE EVALUATION				
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Profilient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>				
SPECIFIC DUTIES				
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).				
SPECIFIC DUTY NO. 1 Responsible for organization and direct management of the Station Registry		RATING LETTER S		
SPECIFIC DUTY NO. 2 First-line supervisor for two full-time registry assistants.		RATING LETTER S		
SPECIFIC DUTY NO. 3 Organizes and implements review and purge of Registry and other Station files.		RATING LETTER O		
SPECIFIC DUTY NO. 4 Prepares Station notices and outgoing correspondence on Registry matters.		RATING LETTER S		
SPECIFIC DUTY NO. 5 Maintains and controls case file index and 201 file index.		RATING LETTER S		
SPECIFIC DUTY NO. 6 Top Secret Control Officer		RATING LETTER S		
OVERALL PERFORMANCE IN CURRENT POSITION				
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>RATING LETTER S</p>				

SECRET

Form Filled In

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. <u>Matters of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>In the four months he has been under my supervision, Subject has demonstrated that he merits in full measure the high opinion of him held by his previous supervisor. Conscientious, careful, fully knowledgeable of Registry procedures he has gone about his day-to-day tasks in an exceptionally proficient way without the need for constant supervision. He is prompt in his response to requests and has an excellent sense of "get the job done". He is an intelligent and concerned supervisor who has been meticulous in keeping his supervisors briefed on personnel and other problems as they have arisen in the Station Registry. He appears fully capable of assuming larger responsibilities in the records field. The rating officer regrets that Subject's family situation precludes his staying for another tour.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
<p>1. BY EMPLOYER I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</p>			
DATE	SIGNATURE OF EMPLOYER		
17 Nov 1970	James S. Woods		
<p>2. BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</p>			
4 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
17 November 1970	DCOS	/s/ Cameron J. LaClair	
<p>3. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL</p>			
<p>Although the rating officer is newly arrived in London, he has had numerous opportunities in the past to observe Subject's work and the results he has achieved in reducing London files to manageable proportions. As a result the ratings awarded in this report are endorsed without hesitation.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
23 November 1970	COS	 /s/ Rolfe Kingsley	

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 010032
SECTION A			GENERAL			
1. NAME <i>(Last) (First) (Middle)</i>	Woods, James S.		2. DATE OF BIRTH 20 Feb. 23	3. SEX M	4. GRADE 'S. SD' GS-10	D
5. OFFICIAL POSITION TITLE Records Admin Off			6. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/BCR	7. CURRENT STATION London		
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> TEMPORARY			9. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL			<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE
CAREER-PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify):			SPECIAL (Specify):
10. DATE REPORT DUE IN O.P. 11. October 1969			11. REPORTING PERIOD (From to) 1 October 1969 - 30 June 1970			
SECTION B PERFORMANCE EVALUATION						
U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.					
S-Strong	Performance is characterized by exceptional proficiency.					
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 Responsible for organization and direct management of station registry.						RATING LETTER S
SPECIFIC DUTY NO. 2 First-line supervisor for two full-time and one part-time registry assistants.						RATING LETTER S
SPECIFIC DUTY NO. 3 Organizes and implements review and purge of registry and other station files.						RATING LETTER O
SPECIFIC DUTY NO. 4 Prepares station notices and outgoing correspondence on registry matters.						RATING LETTER S
SPECIFIC DUTY NO. 5 Maintains and controls case file index and 201 file index.						RATING LETTER S
SPECIFIC DUTY NO. 6 Top Secret Control Officer.						RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						
						RATING LETTER S

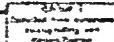
SECRET

SECTION C		NARRATIVE COMMENTS																					
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>With about nineteen months experience managing the station registry already under his belt, his usefulness here increases. He continues to demonstrate the same quietly effective leadership and talent for sound organization in his own shop as were noted on the last fitness report.</p> <p>While maintaining a high standard in the more routine day-to-day services and processes a registry is normally expected to supply, he has also been the catalyst for a thorough, carefully phased and continuing review and, where appropriate, purge of registry and other file holdings. Administering this ambitious reduction program requires sound judgment and experience in handling the detail in our existing records. Subject has these qualities and has achieved impressive results. To complete this task, he has asked to extend his tour here for one year until November 1971 and Headquarters has approved this.</p> <p>He is invariably completely responsive to guidance from the DCOS, his immediate supervisor, and conscientiously seeks to achieve the work goals which are identified during our occasional accomplishment and performance consultations. The spirit of cooperation with which he deals with other station personnel is equally commendable.</p> <p>No criticism can be made of his security and cover deportment.</p>																							
SECTION D		CERTIFICATION AND COMMENTS																					
<p>1. BY EMPLOYEE</p> <p>I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</p> <table border="1"> <tr> <td>DATE</td> <td>SIGNATURE OF EMPLOYEE</td> </tr> <tr> <td>18 June 1970</td> <td>/s/ James S. Woods</td> </tr> </table> <p>2. BY SUPERVISOR</p> <table border="1"> <tr> <td>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</td> <td>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>3. BY REVIEWING OFFICIAL</p> <p>COMMENTS OF REVIEWING OFFICIAL</p> <p>Concur entirely with this favorable assessment. Subject has been a dedicated and conscientious supervisor of his office. His achievements have been quite measurable and specific, as described in the above report. On the basis of his performance here, Subject should have excellent career prospects for further growth in his chosen field.</p> <table border="1"> <tr> <td>DATE</td> <td>OFFICIAL TITLE OF REVIEWING OFFICIAL</td> <td>TYPED OR PRINTED NAME AND SIGNATURE</td> </tr> <tr> <td>18 June 1970</td> <td>DCOS</td> <td>/s/ [Signature]</td> </tr> </table> <p>4. BY REVIEWING OFFICIAL</p> <p>COMMENTS OF REVIEWING OFFICIAL</p> <p>Concur entirely with this favorable assessment. Subject has been a dedicated and conscientious supervisor of his office. His achievements have been quite measurable and specific, as described in the above report. On the basis of his performance here, Subject should have excellent career prospects for further growth in his chosen field.</p> <table border="1"> <tr> <td>DATE</td> <td>OFFICIAL TITLE OF REVIEWING OFFICIAL</td> <td>TYPED OR PRINTED NAME AND SIGNATURE</td> </tr> <tr> <td>22 June 1970</td> <td>COS</td> <td>/s/ Bronson Tweedy</td> </tr> </table>				DATE	SIGNATURE OF EMPLOYEE	18 June 1970	/s/ James S. Woods	MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION			DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	18 June 1970	DCOS	/s/ [Signature]	DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	22 June 1970	COS	/s/ Bronson Tweedy
DATE	SIGNATURE OF EMPLOYEE																						
18 June 1970	/s/ James S. Woods																						
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION																						
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE																					
18 June 1970	DCOS	/s/ [Signature]																					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE																					
22 June 1970	COS	/s/ Bronson Tweedy																					

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 010032			
SECTION A							
GENERAL							
1. NAME WOODS, James S.	(Last) WOODS	(First) James	(Middle) S.	2. DATE OF BIRTH 20 Feb 23	3. SEX M	4. GRADE GS-10	5. SD D
6. OFFICIAL POSITION TITLE Records Admin Officer				7. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/BCR	8. CURRENT STATION London		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
CAREER	RESERVE	TEMPORARY		INITIAL		REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)				X ANNUAL		REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 October 1969				12. REPORTING PERIOD (From - To) 18 November 1968-30 September 1969			
SECTION B PERFORMANCE EVALUATION							
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.						
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.						
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.						
S - Strong	Performance is characterized by exceptional proficiency.						
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.						
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1	Responsible for organization and direct management of Station Registry.						RATING LETTER S
SPECIFIC DUTY NO. 2	First-line supervisor for at first three, later two, full-time Registry personnel and one part-time Registry assistant.						RATING LETTER S
SPECIFIC DUTY NO. 3	Provides informal training and guidance to some Station officers and secretaries on records procedures.						RATING LETTER S
SPECIFIC DUTY NO. 4	Prepares Station Notices and outgoing correspondence on Registry matters.						RATING LETTER P
SPECIFIC DUTY NO. 5	Maintains and controls case file index and 201 file index.						RATING LETTER S
SPECIFIC DUTY NO. 6	Top Secret control officer.						RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating bar corresponding to the statement which most accurately reflects his level of performance.							
RATING LETTER S							



SECRET

(From Form 121)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Analyze or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

He arrived ten months ago at this post, with considerable experience in Registry work at Headquarters and at other field stations and with a thorough understanding of how a Station Registry should be organized and run. He immediately put this understanding to good use. While maintaining the overall efficiency of Registry programs already in effect when he took over, he enthusiastically began a carefully-planned and continuing effort to further reduce less than essential Registry paper holdings with results which are already impressive. His suggestions on new procedures designed to conserve space and manpower are usually imaginative and practical.

He himself is a remarkably well-organized, conscientious and cooperative person.

He has had to undertake his improvements while accommodating to the loss of one Registry slot which fell victim to a reductions program. Primarily due to his managerial talents, the Registry has been made to carry on almost as well with three regulars as with the previous four. Although his people are increasingly hard-worked, their morale is high. He himself appears to be a glutton for work but his Registry is obviously a happy shop.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

9 October 1969

/s/ James S. Woods

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

9 October 1969

/s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur with this very favorable assessment. Subject has a real talent for work in his chosen field and his professional accomplishments here have been impressive. Subject's career should be watched with care and there should be room for considerable advancement in the Records Management end of our business.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

5 November 1969

/s/ Bronson Tweedy

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 010032	
SECTION A					
1. NAME (Last) (First) (Middle) Woods, James S.			2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-10
5. OFFICIAL POSITION TITLE Records Admin Of			6. OFF/DIV/BR OF ASSIGNMENT DDP/FE/VNO	7. CURRENT STATION Vietnam	
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
10. DATE REPORT DUE IN O.P. 5 March 1968			11. REPORTING PERIOD (From- To-) 5 March 1968 - 5 October 1968		
SECTION B - PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training; to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Chief Station Registry					RATING LETTER O
SPECIFIC DUTY NO. 2 Management and training of personnel under his supervision					RATING LETTER S
SPECIFIC DUTY NO. 3 Scheduling of routine and exceptional work assigned to his unit.					RATING LETTER O
SPECIFIC DUTY NO. 4 Preparation of routine and other reports on the activities of his Section.					RATING LETTER S
SPECIFIC DUTY NO. 5 Overall Security of Registry operations					RATING LETTER .S
SPECIFIC DUTY NO. 6 <i>8 OCT 1968 PK</i>					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, persistent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					
RATING LETTER S					

SECRET

(When Filled In)

SECTION C**NAARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C attach a separate sheet of paper.

This is Subject's final Fitness Report as Chief, Registry at Vietnam Station. He has worked long and hard but can look with pride at the many accomplishments that he has effected during his tenure. He will depart leaving a sound and well-functioning organization. His planning has been effective and his cross-training and development of the personnel under his supervision have been fully productive.

During this period, his unit has experienced heavy increases in work-load and assumed new or additional functions with no reduction in the service provided to Station components.

Subject has been responsible for many work saving innovations, procedural changes and a thorough updating and revamping of the highly important registry reference records.

The personnel under his supervision display enthusiasm and dedication in their work. Their pleasant manner is a reflection of Subject's management ability.

Subject performs his managerial and supervisory duties in a highly professional manner. He knows systems, writes lucid and concise procedures and reacts positively to situations. He is a "Doer".

SECTION D**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

21 Sept 1968

/s/ James S. Woods

2.

BY SUPERVISOR

NUMBER OF EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

1-1

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

21 Sept 1968

Records Admin Officer

/s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the ratings and comments of the Rating Officer.

Subject has been most amenable and responsive to positive direction.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

22 Sept 1968

C-3 Officer

/s/

SECRET

14 00000
S E C R E T

-2-

NARRATIVE COMMENTS, Section C. (Continued)

I have enjoyed serving with Subject, wish him success at his next post and look forward to serving with him again.

Subject is cost conscious.

S E C R E T

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				010032	
SECTION A					
			GENERAL		
1. NAME (Last) Woods, James S.	(First) (Middle)	2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-9	5. SD D
6. OFFICIAL POSITION TITLE Records Admin Officer			7. OFF DIV/BR OF ASSIGNMENT DDP/FE/VRO		
8. CHECK (X) TYPE OF APPOINTMENT			9. CURRENT STATION Vietnam		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			<input checked="" type="checkbox"/> SPECIAL (Specify): Promotion		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From To) 16 February 68 - 11 March 68		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Chief Station Registry			RATING LETTER S		
SPECIFIC DUTY NO. 2 Management and training of Personnel under his supervision			RATING LETTER P		
SPECIFIC DUTY NO. 3 Scheduling of routine and exceptional work assigned to his unit			RATING LETTER O		
SPECIFIC DUTY NO. 4 Preparation of routine and other reports on the activities of his Section			RATING LETTER S		
SPECIFIC DUTY NO. 5 Overall Security of Registry operations			RATING LETTER P		
21 MAY 1968 OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					
			RATING LETTER S		

SECRET

(When filled in)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has done an excellent job in organizing the layout and arranging the work flow in the new Station Registry. As a result, his unit has been operating on a fully effective and productive basis, even during the recent emergency when certain workloads increased several hundred per cent. In operation and physical appearance the Station Registry may be considered a model registry.

He is very cooperative and works well with other offices in solving mutual problems or setting up new requirements.

Subject is industrious and dedicated and willingly works long hours to meet the daily demands of his position. He performed in an exemplary manner while working for an extended period under stress during the recent emergency.

Subject is a pleasant, dependable individual who is anxious to do the best job possible in a demanding and vital position at the Station.

He is properly cost conscious in the use of personnel, space and equipment.

SECTION D**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE**I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT**

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISORMONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

5 mos

Subject has not reviewed this report inasmuch as it recommends him for promotion.

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

5 March 1968

Records Admin Officer

/a/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

5 March 1968

Ops Officer

/a/

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 010032
SECTION A					
GENERAL					
1. NAME Woods, James S.	(Last) (First)	(Middle)	2. DATE OF BIRTH 20 Feb. '28	3. SEX M	4. GRADE GS-9
5. OFFICIAL POSITION TITLE Records Admin Of			6. OFF/DIV/BR OF ASSIGNMENT DDP/FE/VNO	7. CURRENT STATION Vietnam	
8. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL SPECIAL (Specify):		
10. DATE REPORT DUE IN O.P. 10 May 1967			11. REPORTING PERIOD (From - To) 10 May 1967 - 30 Sep. 1967		
SECTION B					
PERFORMANCE EVALUATION					
W - Work	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.				
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.				
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.				
S - Strong	Performance is characterized by exceptional proficiency.				
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.				
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Chief, Station Registry Section					RATING LETTER P
SPECIFIC DUTY NO. 2 Management and training of personnel under his supervision					RATING LETTER A
SPECIFIC DUTY NO. 3 Scheduling of routine and exceptional work assigned to his unit.					RATING LETTER S
SPECIFIC DUTY NO. 4 Preparation of routine and other reports on the activities of his Section.					RATING LETTER P
SPECIFIC DUTY NO. 5 Overall security of Registry operations.					RATING LETTER A
SPECIFIC DUTY NO. 6 29 NOV 1967					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER P

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Mention of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach separate sheet of paper.

Subject is responsible for the supervision and operation of one of the more diversified and complex field registry operations in the Organization. He is thoroughly knowledgeable and experienced in registry practices. Subject is a dedicated and hard working officer who will apply himself diligently to individual registry activities. Such diligent application occasionally causes him to overlook his overall supervisory role, the supervision and management of eleven personnel and the responsibility for providing a wide variety of services, locally and in-country. In the press of his activities, he does not always employ a high degree of tact in dealing with his subordinates. In this context it should be noted that he is performing proficiently in a position well above his present grade level.

During the past several months, the Section has undergone several changes and assumed additional functions under his guidance.

Subject is cost conscious in the use of supplies and equipment in his Section.

Subject is attending evening courses leading toward his degree to further himself professionally.

SECTION D**CERTIFICATION AND COMMENTS****1.****BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

14 Aug 1967

/s/ James S. Woods

2.**BY SUPERVISOR**MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

14 Oct 1967

Records Admin Officer

/s/

3.**BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

I concur in the ratings and comments of the supervisor. In fairness to the employee, it should be noted that the supervisor is a conscientious and conservative rater.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

14 Oct 1967

Ops Officer

/s/

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
				010032 ✓		
SECTION A						
GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.			20 Feb. 28	M	GS 9	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION		
Records Admin Officer			102/P2/T50	VIETNAM		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
CAREER		RESERVE	TEMPORARY	INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)				ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From To)			
			14 Jan 67 - 9 May 67			
SECTION B						
PERFORMANCE EVALUATION						
<u>W - Weak</u>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
<u>A - Adequate</u>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
<u>P - Proficient</u>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
<u>S - Strong</u>	Performance is characterized by exceptional proficiency.					
<u>O - Outstanding</u>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
Chief, Registry with supervisory responsibility for 8 employees.						S
SPECIFIC DUTY NO. 2						RATING LETTER
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER
						S

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

JUN 12 1967

Although Subject has been at the Station for only a few months, he quickly established himself as a formidable leader in a very large Registry operation. He is resourceful and constantly strives to improve office procedures in order to increase efficiency and provide better service. He is an old hand in the Registry field, well indoctrinated in proper procedure and knows when and how to adjust to meet changing situations.

Subject effectively supervises 8 employees and displays cost consciousness in the management and operation of his office.

SECTION D**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 8 May 1967	SIGNATURE OF EMPLOYEE /s/ James S. Woods	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 4	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 8 May 1967	OFFICIAL TITLE OF SUPERVISOR Records Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Concur with rating and narrative comments. Subject is employing in this position his cumulative experience as a Registry supervisor at previous posts. Subject has contributed to the improvement of Registry procedures and in-country courier system of this large and fast moving station.		
DATE 15 May 1967	OFFICIAL TITLE OF REVIEWING OFFICIAL Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A				GENERAL	
1. NAME WOODS JAMES		(First) (Middle)	2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-9
5. OFFICIAL POSITION TITLE Intel. Analyst - CH		6. OFF/DIV/GR OF ASSIGNMENT DDP/FE/Pers/JKO		7. CURRENT STATION Tokyo	
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small>			9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify) <small>REASSIGNMENT SUPERVISOR</small> <small>REASSIGNMENT EMPLOYEE</small>		
11. DATE REPORT DUE IN O.P. 30 Sept 65 - 1 Sept 1966			12. REPORTING PERIOD (From - To) 30 Sept 65 - 1 Sept 1966		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>					
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.					RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises six Registry employees					RATING LETTER S
SPECIFIC DUTY NO. 3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.					RATING LETTER S
SPECIFIC DUTY NO. 4 Supervises the analysis and distribution of incoming and outgoing cables.					RATING LETTER S
SPECIFIC DUTY NO. 5 Supervises the operation of the Station Flexowriters.					RATING LETTER S
SPECIFIC DUTY NO. 6 <small>6 SEP 1965</small>					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

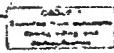
SECRET

SECTION C		NARRATIVE COMMENTS	OFFICE OF THE CHIEF STATION
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or professional duties must be described, if applicable.</u></p> <p>[Redacted] has continued to perform at a "Strong" level. He is a fine supervisor and thereby gets maximum performance from his staff which is too small to handle a work load which has constantly increased over the past year. He is cost conscious in funds material and also strives to stream-line and improve the functioning of the Registry and its related functions.</p> <p>[Redacted] has twice been recommended for promotion. He definitely deserves it and should be assigned next to a position above his present rating.</p>			
SECTION D			
CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 15 August 1966	SIGNATURE OF EMPLOYEE JAMES WOODS /S/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 14	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 16 August 1966	OFFICIAL TITLE OF SUPERVISOR OPS. Officer	TYPED OR PRINTED NAME AND SIGNATURE [Redacted] /S/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Concur in above rating.			
DATE 17 August 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE William S. Nelson /S/	

SECRET

SECRET
(This Form Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 010032			
SECTION A				GENERAL			
1. NAME Wooda, James S.		2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-09	5. SD D		
6. OFFICIAL POSITION-TITLE Intel Analyst Ch		7. OFF/DIV/BR OF ASSIGNMENT DDP/FE/JKO		8. CURRENT STATION Tokyo			
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small> <input type="checkbox"/> SPECIAL (Specify) SPECIAL (Specify)				10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <small>REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE</small>			
11. DATE REPORT DUE IN O.P. NOV 30 1965				12. REPORTING PERIOD (From - To) 1 July - 30 September 1965			
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of this action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their supervisory supervise (Indicate number of employees supervised).</p>							
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.							RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises six Registry employees							RATING LETTER S
SPECIFIC DUTY NO. 3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.							RATING LETTER S
SPECIFIC DUTY NO. 4 Analyze and distribute all incoming and outgoing Station cables.							RATING LETTER O
SPECIFIC DUTY NO. 5 Supervise the operation of the Station Flexowriter.							RATING LETTER S
SPECIFIC DUTY NO. 6							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>15 DEC 1965</p>							RATING LETTER S



SECRET

(Other Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

DEC 15 9 21 AM '65

Woods During the four months [REDACTED] has been under my supervision he has demonstrated very real supervisory ability and a talent for getting maximum performance from a small staff which handles an increasingly large volume of work. He has also shown his ability to cut the costs of his operation.

[REDACTED] Woods not only runs a most efficient Registry but is also constantly seeking ways to improve and stream-line its operation. He is a man who takes such interest in his job that his ideas and plans for improvement are carefully worked out and sound.

Though I have observed his work for only four months, I believe his over-all performance is "Strong" and close to "Outstanding." He has been recommended for promotion. He deserves it.

SECTION D

CERTIFICATION AND COMMENTS

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

27 October 1965

/S/ James S. Woods

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

27 October 1965

Ops Officer

/S/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with his supervisor that Subject is unusually competent in his field and fully deserving of a "Strong" rating. Subject displays unflagging enthusiasm for his job and constantly tries to improve his operation. He has displayed a high degree of imagination and inventiveness in making changes in our over-all CRR set-up. He very definitely deserves promotion.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

2 November 1965

DCOS

/S/

SECRET

SECRET

(When Filled In)

13711

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				010032	
SECTION A					
GENERAL					
1. NAME <i>(Last) Woods, James S.</i>		2. DATE OF BIRTH <i>20 Feb 1923</i>		3. SEX <i>M</i>	4. GRADE <i>GS-09</i>
5. OFFICIAL POSITION TITLE <i>Intel Analyst Com</i>		6. OFF/DIV/BR OF ASSIGNMENT <i>DDP/FE</i>		7. CURRENT STATION <i>Tokyo</i>	
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER=PROVISIONAL (See Instructions - Section C)</small> <small>SPECIAL (Specify):</small>					
9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): <small>REPORTING PERIOD (From To):</small> <i>1 October 1964 - 30 June 1965</i>					
10. REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE					
11. DATE REPORT DUE IN O.P.					
12. SPECIFIC DUTIES					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>					
SPECIFIC DUTY NO. 1 <i>Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station</i>					
SPECIFIC DUTY NO. 2 <i>Supervises six Registry employees</i>					
SPECIFIC DUTY NO. 3 <i>Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station</i>					
SPECIFIC DUTY NO. 4 <i>Analyzes and distributes all incoming and outgoing Station cables</i>					
SPECIFIC DUTY NO. 5 <i>Supervises the Station Flexowriter</i>					
SPECIFIC DUTY NO. 6					
OVERALL PERFORMANCE IN CURRENT POSITION					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p><i>29 JUN 1965</i></p>					
RATING LETTER <i>S</i>					

~~SECRET~~

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for regrading. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section A to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

As Chief of the Station Registry this employee continues to perform a ~~9~~ ⁹ exceptionally proficient level with little supervision from his supervisor. His supervisor ~~is~~ being reassigned and is scheduled to be replaced by another officer who will necessarily need several months to become knowledgeable of Registry activities. ^{July 19} However there is no concern that the flow of paper and the maintenance of accurate records will be affected due to the turnover of supervisors. This employee continues to use his native ingenuity and high standards of achievement to ensure that his office continues to be a well run and efficient unit. He continues to ensure that no government funds are wasted, even to the extent of arranging for the construction of certain modifications to the Registry office by Registry employees at little cost to the Government. This employee has been performing at a level above his present GS-09 grade. As recommended in November 1964, it is reconfirmed that this employee should be promoted to the next higher grade at the earliest possible opportunity.

SECTION D

CERTIFICATION AND COMMENTS

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

4 June 65

/s/ James S. Woods

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

/if THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

45

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

4 June 65

Cpt Officer

/s/ Frederick Randall

3.

COMMENTS OF REVIEWING OFFICIAL

BY REVIEWING OFFICIAL

Subject takes his job seriously and performs it in strong fashion. I would say that he displays more energy, interest, and continuing attention than just about anyone else I've seen in registry-type work.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

10 June 65

DCGS

/s/

~~SECRET~~

CONFIDENTIAL Attachment No. 10 FJL 12242
 SECRET
 (When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				010032	
SECTION A					
GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE 5. SD
Woods, James S.		20 Feb 23		M	GS-09 D
6. OFFICIAL POSITION TITLE		7. OFF/CIV- BR OF ASSIGNMENT		8. CURRENT STATION	
Intel Analyst Gen		DDP/FE/JKO		Tokyo	
9. CHECK (X) TYPE OF APPOINTMENT					
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	10. CHECK (X) TYPE OF REPORT		
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> INITIAL	REASSIGNMENT SUPERVISOR	
SPECIAL (Specify)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYER	
SPECIAL (Specify)					
11. DATE REPORT DUE IN O.P. 30 Nov 64					
12. REPORTING PERIOD (From- To) 1 October 1963 - 30 September 1964					
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>					
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station					RATING LETTER S
SPECIFIC DUTY NO. 2 Supervises six Registry employees					RATING LETTER S
SPECIFIC DUTY NO. 3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station					RATING LETTER S
SPECIFIC DUTY NO. 4 Analyzes and distributes all incoming and outgoing Station cables					RATING LETTER S
SPECIFIC DUTY NO. 5 Supervises the Station Flexowriter					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>16 DEC 1964</p>					RATING LETTER S

~~SECRET~~

(CROSS-REFERENCED)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to second best basis for determining future personnel action. Manner of performance of managerial or supervisory duties may be described, if applicable.

This employee continues to be Chief of the Station Registry. During the past year his level of performance can be properly evaluated as exceptionally proficient. He continues to welcome hard work, is not bothered by constantly changing deadlines and is able to fill in for any absent member of his unit, and keep up his own work as well. He is quite conscious of the value of Government personnel and materiel, and does everything in his power to conserve these resources. He continues to come up with new ideas on how to perform his functions in a more efficient and effective manner. This results in benefits to the entire Station. It is regretable that the position this employee fills does not allow for promotion since he has been performing at a level above his present grade for several years.

SECTION D**CERTIFICATION AND COMMENTS****1. BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

1 Oct 64

/b/ James S. Woods

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

1 Oct 64

Ops Officer

/b/ Frederick Randall

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I fully concur with the rater's comments and sentiments. I have known this employee for a number of years during which time he has evidenced real growth in self-sufficiency and also in the handling of his responsibilities as a supervisor.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

29 Oct 64

COS

/b/ William V. Broe

~~SECRET~~
~~CONFIDENTIAL~~

ATT TO FJTT-10860

CONFIDENTIAL
SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
GENERAL					10032	
1. NAME (Last) Woods , (First) James (Middle) S.		2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-09	5. SD D	
6. OFFICIAL POSITION TITLE Intel Analyst Gen		7. OFF/ DIV/ BR OF ASSIGNMENT DDP/FE/JKO		8. CURRENT STATION Tokyo		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. 30 November 1963		12. REPORTING PERIOD (From - To) 1 Oct 62-30 Sep 63				
SECTION B PERFORMANCE EVALUATION						
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
S - Strong	Performance is characterized by exceptional proficiency.					
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1	Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.					RATING LETTER S
SPECIFIC DUTY NO. 2	Supervises six Registry employees					RATING LETTER P
SPECIFIC DUTY NO. 3	Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.					RATING LETTER P
SPECIFIC DUTY NO. 4	Analyzes and distributes all incoming and outgoing Station cables.					RATING LETTER P
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						RATING LETTER S
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER

30 SEP 63

CONFIDENTIAL
SECRET

SECRET

(When filled in)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

As Chief of the Tokyo Station Registry, this employee has performed at a level of exceptional proficiency for the past year. He welcomes hard work, is able to fill in for any absent member of his unit and keep up his own work as well. He continues to bring up ideas for the improvement of his unit. These have been particularly welcome during the past year in view of the impending move of the Registry to a new location [redacted]. The slight tendency to be arbitrary mentioned in the last fitness report has been eliminated during this reporting period. In view of this employee's strong performance over the past year, he is being recommended for promotion to GS-10.

SECTION D**CERTIFICATION AND COMMENTS**1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

10 Sept. 63 /s/ James S. Woods

2. **BY SUPERVISOR**MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

10 Sept. 63 Chief, Ops Support Staff /s/ Frederick Randall

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

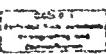
I concur in this rating and add that this employee has not let the very serious personal problems thrust upon him during this period interfere in any way with his consistently dependable performance. In this key role, in any station of this size, dependability, reliability, and confidence are "musts" and while there are quite naturally small aggravating incidents of mis-routing or mis-direction of documents, I have been struck by the lack of them here, because ratee has the "must" qualities. His performance certainly warrants favorable consideration of the projected promotion action.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
11 September 63	Deputy Chief of Station	Robert Wheeler <i>LJ</i>

SECRET

SECRET

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
SECTION A					GENERAL	
1. NAME (Last) (First) (Middle)			4. DATE OF BIRTH	5. SEX	6. GRADE	7. SD
WOODS, James S.			20 Feb 28	M	GS-9	D
8. OFFICIAL POSITION TITLE Intel Analyst			9. OFF/DIV/BR OF ASSIGNMENT DDP/FE	10. CURRENT STATION TOKYO		
11. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			12. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):	13. REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE		
14. DATE REPORT DUE IN O.P. 1 Oct 61 - 30 Sept 62			15. REPORTING PERIOD (From - To)			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>						
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt, analysis and routing of all incoming and outgoing cables, dispatches and memoranda of the Station, including all other organizations corresponding with the Station.						RATING LETTER P
SPECIFIC DUTY NO. 2 Supervises four Registry employees.						RATING LETTER P
SPECIFIC DUTY NO. 3 Supervises a courier service which distributes correspondence to the five geographically separated elements of the Station.						RATING LETTER P
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>						RATING LETTER P



SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS																	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p> <p>As the Chief of the Tokyo Registry this employee has performed well. He has abundant energy and constantly comes up with ideas for the improvement of the efficiency of his unit. He welcomes hard work and is able to fill in and take over any job in his unit and keep up with his own duties as well. As a supervisor, he has a slight tendency to be arbitrary when convinced he is right. This may be due to the fact that the Registry frequently operates under conditions of pressure due to the recent reorganization, reduction, and relocation of the Station. The Station has been required to get the job done with fewer people and under more difficult working conditions.</p>																			
SECTION D		CERTIFICATION AND COMMENTS																	
<p>1. BY EMPLOYEE</p> <p>I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</p> <table border="1"> <tr> <td>DATE</td> <td>SIGNATURE OF EMPLOYEE</td> </tr> <tr> <td>25 Oct. 1962</td> <td>James S. Woods /s/</td> </tr> </table> <p>2. BY SUPERVISOR</p> <p>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</p> <p>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</p> <table border="1"> <tr> <td>DATE</td> <td>OFFICIAL TITLE OF SUPERVISOR</td> <td>TYPED OR PRINTED NAME AND SIGNATURE</td> </tr> <tr> <td></td> <td></td> <td>Frederick Randall.</td> </tr> </table> <p>3. BY REVIEWING OFFICIAL</p> <p>COMMENTS OF REVIEWING OFFICIAL</p> <p>Subject has done and continues to do well what is expected of him. In amplification of the last sentence of the rater's comments (Section C) Subject has made the adjustment to "fewer people" and "more difficult working conditions" quite well, without trouble and more importantly with no impediment to the CRB service.</p> <table border="1"> <tr> <td>DATE</td> <td>OFFICIAL TITLE OF REVIEWING OFFICIAL</td> <td>TYPED OR PRINTED NAME AND SIGNATURE</td> </tr> <tr> <td>26 Oct 1962</td> <td></td> <td>Robert P. Wheeler</td> </tr> </table>				DATE	SIGNATURE OF EMPLOYEE	25 Oct. 1962	James S. Woods /s/	DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			Frederick Randall.	DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	26 Oct 1962		Robert P. Wheeler
DATE	SIGNATURE OF EMPLOYEE																		
25 Oct. 1962	James S. Woods /s/																		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE																	
		Frederick Randall.																	
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE																	
26 Oct 1962		Robert P. Wheeler																	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SYMBOL NUMBER CSPD	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		4. DATE OF BIRTH		5. SEX M	6. GRADE GS-9
Woods, James		20 Feb 28			
8. SERVICE DESIGNATION		9. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT	
D		Ops Officer		TOKYO STATION	
10. CAREER STAFF STATUS			11. TYPE OF REPORT		
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR	
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)	
		From 15 Apr 61		To 30 Sep 61	
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.
Chief of local registry, supervising four persons.		4			
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 1
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPLICABLE	NOT OBSERVED	RATING
GETS THINGS DONE					1 2 3 4 5
RESOURCEFUL					
ACCEPTS RESPONSIBILITY					
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					
DOES HIS JOB WITHOUT STRONG SUPPORT					
FACILITATES SMOOTH OPERATION OF HIS OFFICE			X		
WRITES EFFECTIVELY		X			
SECURITY CONSCIOUS				X	
THINKS CLEARLY			X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS				X	
OTHER (Specify):					
SEE SECTION "E" ON REVERSE SIDE					

SECRET
*When Filled In**OFFICE OF PERSONNEL***SECTION E****NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide additional basis for determining future personnel actions.

Hatee has been in charge of station registry since 2nd April 1961. This has been a period of dramatic change in the station and especially in our paper management. He has responded well to these changes and shows a degree of adaptability that bodes well. His handling of our recent "holdings" inventory, his unceasing efforts to reduce unnecessary holdings, and his knowledge of his business (KL) have made him a valued addition to our shrinking team. In this short rating period there has been little opportunity for me to observe his supervisory abilities, but the lack of any problem on this count coming to my attention seems to me that he is doing well. Another six months should tell us more on this score.

SECTION F**CERTIFICATION AND COMMENTS****1.**

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

SIGNATURE OF EMPLOYEE

6 Oct 61

*Signed***2.**

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYER, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

REPORT MADE WITHIN LAST 30 DAYS

OTHER (SPECIFY)

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

6 Oct 61

OAG OFFICER

Wheeler, Robert P.

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

6 Oct 61

OAG OFFICER

Wheeler, Robert P.

SECRET

SECRET
(When Filled In)

20 DEC 1966

2 FEB 1967 **FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

110032

SECTION A				GENERAL		
1. NAME WORDS	(Last) James	(First) S.	(Middle)	2. DATE OF BIRTH 20 February 1928	3. SEX M	4. GRADE GS-9
5. SERVICE DESIGNATION DT	6. OFFICIAL POSITION TITLE Records Management Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/DC/Secretariat		
8. CAREER STAFF STATUS <input checked="" type="checkbox"/> NOT ELIGIBLE PENDING	MEMBER DECLINED	DEFERRED DENIED	9. TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL ANNUAL	REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. 31 October 1960	11. REPORTING PERIOD From Sep 59 - 30 Sep 60 To			12. SPECIAL (Specify)		
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
1. Unsatisfactory	2. Barely adequate	3. Acceptable	4. Competent	5. Excellent	6. Superior	7. Outstanding
SPECIFIC DUTY NO. 1 Liaison with RID, DDP/RMO, DDP/MTU, other Division records officers, etc., re implementation of DDP records management program		RATING NO. 6	SPECIFIC DUTY NO. 4 Assistance to FE personnel in problems of retention and retirement of records		RATING NO. DC 54	
SPECIFIC DUTY NO. 2 Training and assistance to FE personnel in records management procedures		RATING NO. 5	SPECIFIC DUTY NO. 5 Guidance to field records officers		RATING NO. 5	
SPECIFIC DUTY NO. 3 Planning and development of Division vital materials program		RATING NO. 5	SPECIFIC DUTY NO. 6 Implementation of various records purges and records programs		RATING NO. 5	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 						RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1. Least possible degree	2. Limited degree	3. Normal degree	4. Above average degree	5. Outstanding degree		
CHARACTERISTICS				NOT APPL-CABLE	NOT DERIVED	RATING
DOES THINGS DONE						X
RESOURCEFUL						X
ACCEPTS RESPONSIBILITIES						X
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED ARISES						X
DOES HIS JOB WITHOUT STRONG SUPPORT						X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X
WRITES EFFECTIVELY						X
SECURITY CONSCIOUS						X
THINKS CLEARLY						X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X
OTHER (Specify):						

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in **SECTIONS B, C, AND D** to provide the best basis for determining future personnel actions.

Subject is an excellent records officer. His interest in the subject and his perseverance in carrying out tasks connected with it have not only produced results in his own work, but have kindled enthusiasm and interest within the Division in developments in Agency records management. He has been able to improve records within the Division with a great deal of success, and at the same time avoided the usual aversion to records responsibility which too much emphasis on records creates in the case officer. His ability to get along well with others is important in his liaison function.

Mr. Woods' work on the vital materials program in the last year has resulted in a much more realistic program for the Division. The creation and ~~establishing~~ up-to-date retention of vital materials has for some time been a problem for which little solution could be found. It appears that the present program will result in vital materials which will be current and usable if needed.

Subject is at present assigned to a part-time detail in MMU. This should help to broaden his knowledge of new approaches in the records field. A/EXO/DDP has expressed his complete satisfaction with the very effective work Mr. Woods is doing on this detail.

Mr. Woods' work during the last year was ~~on the basis of~~ ^{on the basis of} a commendation of satisfactory performance.

SECTION F**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

16 DEC 1960

SIGNATURE OF EMPLOYEE*James S. Woods*

2.

BY SUPERVISORMONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

20

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

NOTIFICATION:

DATE

OFFICIAL TITLE OF SUPERVISOR**TYPED OR PRINTED NAME AND SIGNATURE**

16 December 1960

C/FE/ESEC

Orrin R. Magill, Jr.

3.

BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL**TYPED OR PRINTED NAME AND SIGNATURE**

..

FE/EXO

*6 Dec 15 1960
Orrin R. Magill, Jr.***SECRET**

~~SECRET~~

(When Filled In)

Recruiting
Card

100-1500

		1. NAME (Last) <i>Warder</i>	(First) <i>James</i>	(Middle) <i>J.</i>	2. DATE OF BIRTH <i>20 February 1928</i>	3. SEX <i>M</i>	4. GRADE <i>C-7</i>				
5. SERVICE DESIGNATION <i>DI</i>		6. OFFICIAL POSITION TITLE <i>Records Agent Office</i>		7. OFF/DIV/DR OF ASSIGNMENT <i>REFugee/Scoutmaster</i>							
8. CAREER STAFF STATUS <i>All</i>		9. TYPE OF REPORT									
NOT ELIGIBLE <input checked="" type="checkbox"/>	MEMORIAL <input type="checkbox"/>	DEFERRED <input type="checkbox"/>	INITIAL <input type="checkbox"/>	REASSIGNMENT/SUPERVISOR							
PENDING <input type="checkbox"/>	DECLINED <input type="checkbox"/>	DENIED <input type="checkbox"/>	ANNUAL <input type="checkbox"/>	REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN O.P. <i>21 Oct 1959</i>		11. REPORTING PERIOD <i>From 01-07-59 To 30 Sep 59</i>		SPECIAL (Specify)							
SECTION A GENERAL List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding		
SPECIFIC DUTY NO. 1		SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 3		SPECIFIC DUTY NO. 4		SPECIFIC DUTY NO. 5			
Liaison with RID, DDP/RMO, DDP/MMU, other Division records officers, etc, re implementation of records mgt.		program		Training and assistance for FE personnel in records mgt procedures		Assistance to FE personnel in problems of retention and retirement of records		Guidance to field records officers			
SPECIFIC DUTY NO. 6		SPECIFIC DUTY NO. 7		SPECIFIC DUTY NO. 8		SPECIFIC DUTY NO. 9		SPECIFIC DUTY NO. 10			
Planning and development of Division vital materials program		records management		Guidance in all records problems		records management		records management			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.									RATING NO. <i>5</i>		
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. <i>5</i>				
SECTION D DESCRIPTION OF THE EMPLOYEE											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.											
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree							
CHARACTERISTICS					NOT APPL-CABLE	NOT OBS-SERVED	RATING				
GETS THINGS DONE							1	2	3	4	5
RESOURCEFUL											X
ACCEPTS RESPONSIBILITIES											X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES											X
DOES HIS JOB WITHOUT STRONG SUPPORT											X
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X
WRITES EFFECTIVELY											X
SECURITY CONSCIOUS											X
THINKS CLEARLY											X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							1	2	3	4	X
OTHER (Specify): <i>None</i>							1	2	3	4	X
SEE SECTION "E" ON REVERSE SIDE											

SECRET
(When Filled In)

OFFICE OF PERSONNEL

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made for his development of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and his ability to assume greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Ray Davis
Subject is an excellent records officer. He is enthusiastic about his specialty and works hard at it, putting a great deal of energy into his work.

He is quick and understands records thoroughly. Because of this, he is at times inclined to jump ahead of others in records discussions and should attempt to slow down his approach to the subject to meet the level of persons who do not have the same records background.

Subject could fill any position in the records management field, and should advance quickly. He is interested in developing his capabilities and is at present enrolled in the Writing Workshop with this in mind.

This report has been prepared in accordance with FE Division standards which recognize the importance of rating the individual against the group. Thus an "average" rating reflects an entirely satisfactory performance.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE
I certify that I have seen Sections A, B, C, D and E of this Report.

DATE *29 Oct 59* SIGNATURE OF EMPLOYEE *James S. Strole*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION *7* IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
<i>27 October 1959</i>	<i>C/PE/ESEC</i>	

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL Subject is a promising young records officer. He has demonstrated a capability for growth and for assuming greater responsibility. He is very much interested in records management and wants to make a career of it. His career development should be designed to afford him opportunities for maximum development both in terms of varied Headquarters experience and in field assignments.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	<i>FE/EXO</i>	<i>Orrin K. McGrath Orrin K. McGrath, Jr.</i>

SECRET

SECRET

(When Filled In)

F-25

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and rating officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in Item A, of Section A below.

SECTION A.

GENERAL

1. NAME (Last) James Woods	Middle M.	2. DATE OF BIRTH 20 Feb 1938	3. SEX M	4. SERVICE DESIGNATION D.T.
5. OFFICIAL DIVISION/BRANCH OF ASSIGNMENT DDP/ FB/PBH/Manila		6. OFFICIAL DIVISION TITLE C. Oral		
7. GRADE GS-7	B. DATE REPORT DUE IN DF 21 August 1958	D. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 August 1958 - 4 September 1958		
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL		REASSESSMENT-SUPERVISOR	REASSESSMENT-EMPLOYEE	SPECIAL (Specify) X FOR TDY Period--MELR

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOTE: **Subject left station**

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED DEFICIENT OR D. A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify) (Specify)
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE **18 Sept 1958** C. THE OFFICIAL TITLE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE **Ref of Station, Melb**

2. FOR THE REVIVING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE

H. J. Russell 3 Nov 1958

CERTIFIED ON FORM 45 (Part I)

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

1. THIS DATE **-** 2. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL **-** 3. OFFICIAL TITLE OF REVIEWING OFFICIAL **-**

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 5
- INSRT
RATING
NUMBER
- 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
 - 2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
 - 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF INEFFECTIVENESS.
 - 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
 - 5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 - 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: This rating covers the period 21 August - 4 September 1958, while subject was in Melbourne surveying Station files and installing new RI standardized filing system.

SECRET

OFFICE OF PERSONNEL

E. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during this period.
 - Place the most important first. Do not include minor or unimportant duties.
 - Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
 - For supervisor, ability to supervise will always be rated as a specific duty. *06724* *2* supervisor's base who supervises a secretary only.
 - Compare in your mind, when possible, the individual being rated with others performing similar level of responsibility.
 - Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
 - Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA ANALOGUE | CONDUCTS INTERFACINGS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| BRIEFING TECHNICAL REPORTS | MANGES FILES | DEFINING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONERS |
| SUPERVISING | USES CORRESPONDENCE DEVICE | EVALUATES SIGNIFICANCE OF DATA |
- b. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	
3 - PERFORMS THIS DUTY ACCEPTABLY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER		
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB		
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4
Installing new RI Filing System	5	Develops new Programs
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5
Surveying Station Files	5	Manages Files
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6
Oral Briefing	5	

F. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

STRENGTHS: Ability to see another's viewpoint and to work out satisfactory compromises between the RI system and operational requirements of the Melbourne Station.

WEAKNESSES: None observed.

SECTION D.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct on the job, pertinent personal characteristics or hobbies, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- DEFINITELY UNSUITABLE - HE SHOULD BE TERMINATED
- OF DOUBTFUL SUITABILITY - HE SHOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE - BETTER AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO MAKE HIS SEPARATION
- THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION

RATING: 5 - A FINE EMPLOYEE - HAS SOME DISTINCTION STRENGTHS
NUMBER: 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO DON'T KNOW
EXPLAIN FULLY:

SECRET

SECRET

15

PWA

FITNESS REPORT (Part II) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in Item B, of Section A below.

SECTION A.

GENERAL

1. NAME SHEEK WOODS	(Last) James	(First)	(Middle)	2. DATE OF BIRTH 8. 20 Feb. 1928	3. SEX M	4. SERVICE DESIGNATION DT
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5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
Manila6. OFFICIAL POSITION/TITLE
Records Management Analyst

7. GRADE GS-7	8. DATE REPORT DUE IN OP 8 December 1957 - September 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
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10. TYPE OF REPORT (Check one)	ANNUAL	REASSESSMENT-SUPERVISOR	SPECIAL (Specify) Promotion
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SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOT.
Absent from Station. Will be shown upon return.

A. CHECK (X) APPROPRIATE STATEMENTS:

THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "F" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISOR. SEE ATTACHED REPORTS	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	X Will upon return to Station.

B. THIS DATE
4 Sept 1958 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR
D. SUPERVISOR'S OFFICIAL TITLE
C/Admin

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE

H.B. ... 10/20/58

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE 4 Sept 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL George E. Aurell	C. OFFICIAL TITLE OF REVIEWING OFFICIAL COO
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SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- | | |
|---------------------------|--|
| 5
INSERT RATING NUMBER | 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE; EXCELS IN MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS REGARDED BY FEW OTHER PERSONS EQUAL TO THE SUPERVISOR. |
|---------------------------|--|

COMMENTS

SECRET
(Then Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS

- a. State in the spaces below up to six of the more important **SPECIFIC** duties performed by this rating person. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering P.M.Y. effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a **superior** duty (do not rate as supervisor who supervises a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others doing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

MAIL ROOM	CONDUCTS INTERROGATIONS
HAS AND USES AREA KNOWLEDGE	PREPARES SUMMARIES
DEVELOPS NEW PROGRAMS	TRANSLATES GERMAN
ANALYZES INDUSTRIAL REPORTS	MAINTAINS SOURCES
MANAGES FILES	KEEPING BOOKS
OPERATES RADIO	DRIVES TRUCK
COORDINATES WITH OTHER OFFICES	MAINTAINS AIR CONDITIONING
BITES REGULATIONS	EVALUATES SIGNIFICANCE OF DATA
PREPARES CORRESPONDENCE	

- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY.	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS.
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY.	
	3 - PERFORMS THIS DUTY ACCEPTABLY.	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER.	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB.	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY.
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4
Supervises 2 Records Mgm. Analysts	5	Processes files in accordance with Specific Records System
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5
Devises Records Systems to suit Station needs.	6	
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6
Trains Station personnel in Records maintenance.	5	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Strengths: Works hard and fast. Able to analyze problems and organize work of Records Management Team in methodical sequence.

Weaknesses: No notable weaknesses.

SECTION D.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO BEAUTIES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR DUTY IN SOME OTHER POSITION IN THE ORGANIZATION?

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is **MUST** to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision **FOR AT LEAST 90 DAYS**. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it **MUST** be completed and forwarded to the CO no later than 30 days after the due date indicated in item 8 of Section "B" below.

SECTION E.

GENERAL

1. NAME WOODS	(First) James	(Middle) S.	2. DATE OF BIRTH 20 Feb. 1928	3. SEX M	4. SERVICE DESIGNATION DI
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5. OFFICE/DIVISION/BRANCH OR ASSIGNMENT

6. OFFICIAL POSITION TITLE

Manila**Records Management Analyst**

7. GRADE GS-7	8. DATE REPORT DUE IN OP 8 December 1957 - September 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive Dates) 8 December 1957 - September 1958
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10. TYPE OF REPORT (Check one): ANNUAL	INITIAL ANNUAL	REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE	SPECIAL (Specify) Promotion
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SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED AT THIS DATE.

2. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR C. SUPERVISOR'S OFFICIAL TITLE

h. Sept. 1958**C/Adm.**

3. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL D. OFFICIAL TITLE OF REVIEWING OFFICIAL

h. Sept. 1958**George E. Aurell****COB**

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

- | | |
|----------|--|
| 6 | 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUIETLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES |
|----------|--|

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Can this person the ability to be a supervisor? Yes No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUFFICIENT TRAINING. Indicate your opinion, by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "Actual" column. If based on opinion of his potential, note the rating in the "Potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION OF HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3	3	A GROUP DOING THE BASIC JOB (Truck drivers, stenographers, technicians or professional specialists of various kinds) where contact with immediate superordinates is frequent (First line supervisor).
3	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB. (Second line supervisor)
0	0	A GROUP, WHO DON'T OR NOT BE SUPERVISORED, WHICH IS DISPROPORTIONATELY MAJOR PLANS, ORGANIZATION AND POLICY (Executive Level)
2	2	OVER CONTACT WITH IMMEDIATE SUPERORDINATES IS NOT FREQUENT
3	3	OVER IMMEDIATE SUPERORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3	3	OVER IMMEDIATE SUPERORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET
(Not Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN IN YOUR SUPERVISION
6 months

4. COMMENTS CONCERNING POTENTIAL

OFFICE OF PERSONNEL

Oct 14 9 17 AH '58

MAIL ROOM

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None planned nor available while on current overseas tour.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Subject single and willing serve geographic locations. Believe subject performs best in demanding assignments.

SECTION III.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "Category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL					
1 = APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE					
CATEGORY NUMBER	1	2	3	4	5
	APPLIES TO INDIVIDUAL TO A LIMITED DEGREE	APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE	APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE	APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE	
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY	5	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
4	8. HAS MEMORY FOR FACES	3	18. IS OBSEVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	3	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN CURE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN REASONABLE TIME LIMITS	5	30. DOES NOT DEMAND SEVERAL AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

FF-35 20 SEP 54

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THIS SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in Item A, of Section A below.

SECTION A.

GENERAL

A. NAME WOODS	(Last) WOODS	(First) James	(Middle) B.	D. DATE OF BIRTH	E. SEX	F. SERVICE DESIGNATION
B. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			G. OFFICIAL POSITION TITLE			
D. GRADE	E. DATE REPORT DUE IN OP		F. PERIOD COVERED BY THIS REPORT (Inclusive dates) 4 April - 30 June 1958			
G. TYPE OF REPORT (Check one)		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify) T.D.Y.		
ANNUAL		REASSIGNMENT-EMPLOYEE				

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOT Report prepared after subject departed this station.

A. CHECK (X) APPROPRIATE STATEMENTS:

A. THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	B. INDIVIDUAL IS RATED "A" OR "C" OR "D" IN WRITING ON THE BACK SIDE TO THIS COPY ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND AND SUPERVISORS. Other	C. I CANNOT CERTIFY THAT THE RATED INDIVIDUAL CAN DO I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify) .
D. I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
10 July 1958 **Orrin R. Marill, Jr.**

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE
 Reviewing Official **J.B.** **10 OCT 1958**
G.C. **10/20/58**

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL
 OFFICIAL

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 6**
1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
 2. BASICALLY INADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY BEVELS SOME AREA OF WEAKNESS.
 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
 5. A HIGH PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS REGARDED BY FEW OTHER PERSONS AS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this SPECIFIC duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind, where possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL INSTRUCTING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

SPECIFIC DUTY NO. 1 Analysis of records problems and establishing records procedures	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
	6		
SPECIFIC DUTY NO. 2 Supervising	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
	6		
SPECIFIC DUTY NO. 3 Keeping his own records and reporting on work progress	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
	5		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject analyzed difficult records problems quickly and precisely, discussed his recommendations forcefully and convincingly, and then proceeded to put them into effect with considerable energy. He not only supervised his subordinates effectively so that every minute was productive, but did a good share of the routine work himself, making certain that everything was done precisely as planned.

SECTION 4.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same levels.

RATING NUMBER	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
	2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO MEASURES SUFFICIENTLY OUTSTANDING TO PARTAIN HIS SEPARATION	
	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
4 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS	
	5 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
NUMBER	6 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION
	7 - EXCEDED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

(When Filled In)

29 SEP 1960

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REQUEST on the employee, however, it MUST be completed and forwarded to the CO no later than 30 days after the due date indicated in Item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS	James	S.			
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
7. GRADE	8. DATE REPORT DUE IN DP		9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
			4 April - 30 June 1958		
10. TYPE OF REPORT (Check one)	INITIAL	DEPARTMENT-SUPERVISOR		SPECIAL (Specify)	
	ANNUAL	DEPARTMENT-EMPLOYEE		T.D.Y.	

SECTION F. CERTIFICATION

1. FOR THE RATED: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
10 July 1958	James Orrin R. Magill, Jr.	

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 July 1958		

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

- 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
- 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
- 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
- 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
- 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

6

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: does this person the ability to be a supervisor? Yes No If your answer is YES indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
RATING	1 - BELIEVE INDIVIDUAL WOULD BE A PEAK SUPERVISOR IN THIS KIND OF SITUATION
NUMBER	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2	2	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) with contact with immediate subordinates is frequent (First line supervisor)
3	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
0	0	A GROUP WHO MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
3	3	OVER CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3	3	OVER IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND REQUIRES COORDINATION
0	0	OVER IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
0	0	OPINION (Specify)

SECRET

(Form Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION. *Oct 14*

Three *OF PERSONNEL*

4. COMMENTS CONCERNING POTENTIAL

From subject's performance here it appears that his potential in the records management field may be limited only by his lack of formal higher education, and that even in this respect he could overcome this deficiency with some training. His forcefulness and boundless energy would unquestionably inspire any subordinate to higher performance. He has an intense interest in records work and an ability to grasp complex problems and make quick decisions.

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

*3**None*

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

- | | |
|-----------------|--|
| CATEGORY NUMBER | 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE |
| | 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE |
| | 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE |
| | 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE |
| | 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE |

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DIALOGUE WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	5	24. REMAINS COOL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	3	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	X	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPSE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

G/S

SECRET

(When Filled)

FITNESS REPORT (Part II) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in Item A, of Section "A" below.

SECTION A.

GENERAL

1. NAME WOODS	(Last) James	(First)	(Middle)	2. DATE OF BIRTH 20 Feb 1928	3. SEX M	4. SERVICE DESIGNATION SD: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FI RI A&O				6. OFFICIAL POSITION TITLE OS-0132.35-7 Intel Analyst		
7. GRADE OS-7	8. DATE REPORT DUE IN OP		9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 January 1957 - 15 July 1957			
10. TYPE OF REPORT (Check One)		INITIAL ANNUAL	REASSESSMENT-SUPERVISOR <input checked="" type="checkbox"/>	REASSESSMENT-EMPLOYEE <input checked="" type="checkbox"/>	SPECIAL (Specify)	

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY.
NOTE: Mr. Woods is on temporary duty in Mexico City, Mexico.

A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "E" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE
22 July 1957C. SUPERVISOR
Coordinator, 231 Control Unit,
RT/Analysis Section

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY	DATE
Posted Pos. Control	<i>[Signature]</i> 7/23/57
D. L. REEDY 10-8-57	
Reviewed by POC	

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with my supervisor is reflected in the above section.

A. THIS DATE
22 July 1957 B. TYPE OF REPORT
OFFICIAL POSITION TITLE
REASSESSMENT-EMPLOYEE C. OFFICIAL TITLE OF REVIEWING OFFICIAL
Supervisor, RT/Analysis Section

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT
RATING
NUMBER

1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: Mr. Woods departed for temporary duty on 9 Feb 1957. His last Fitness Report was completed on 5 Feb 1957, just prior to his departure. Reports from the station indicates he is doing a commendable job.

AUG 16 3:19 PM '61

SECRET
(When filled in)

2. RATING ON PERFORMANCE OF AUTHORITY OF PERSONNEL

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period.
 - b. Place the most important first. Do not include minor or unimportant duties.
 - c. Rate performance on each specific duty considering primarily effectiveness in performance of this specific duty.
 - d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
 - e. Two individuals with the same job ~~HAVE~~ ^{ARE} ~~ARE~~ ^{ARE} performing different duties. If so, rate them on different duties.
 - f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- b. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

SPECIFIC DUTY NO. 1 SPECIFIC DUTY NO. 2 SPECIFIC DUTY NO. 3	RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
		2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
		3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS. ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
		4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
		5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

'SECTION 2. SUITABILITY FOR CURRENT JOB IN ORGANIZATION'

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, permanent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
 - 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
 - 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
 - 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- RATING NUMBER
- | | |
|--|---|
| 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS | 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION |
| 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION | |

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FULLY:

SECR

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CIC no later than 30 days after the due date indicated in Item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME WOODS	(Last) James	(First)	(Middle)	2. DATE OF BIRTH 20 Feb 1928	3. SEX M	4. SERVICE DESIGNATION SD: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FI RI ACO				6. OFFICIAL POSITION/TITLE OS-0132,35-7 Intel Analyst		
7. GRADE GS-7	8. DATE REPORT DUE IN OP		9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 January 1957 - 15 July 1957			
10. TYPE OF REPORT (Check One)		INITIAL ANNUAL	REASSESSMENT/SUPERVISION <input checked="" type="checkbox"/> REASSESSMENT/EMPLOYEE		SPECIAL (Specify)	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR C. SUPERVISOR'S OFFICIAL TITLE

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

- | | |
|---------------|--|
| RATING NUMBER | 1 • ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED |
| | 2 • HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED |
| | 3 • MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES |
| | 4 • READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES |
| | 5 • WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING |
| | 6 • ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL |
| | 7 • AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES |

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "Actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 • HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 • BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
2 • BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
		A GROUP DOING THE BASIC JOB (FACULTY, DIVISIONS, STENOGRAPHERS, TECHNICIANS OR PROFESSIONAL SPECIALISTS OF VARIOUS KINDS) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First Line Supervisor)
		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second Line Supervisor)
		A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive Level)
		WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
		WHERE IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
		WHERE IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECTION OF PERFORMANCE
SECRET

(When Filled In)

B. INDICATE THE APPROXIMATE NUMBER OF MONTHS DATED INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION

AUG 16 3 19 1957

C. COMMENTS CONCERNING POTENTIAL

MAIL ROOM

SECTION II.**FUTURE PLANS****I. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL****II. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS****SECTION III.****DESCRIPTION OF INDIVIDUAL**

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER	X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL			
	1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE			
	2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE			
	3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE			
	4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE			
	5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE			

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
1.	ABLE TO SEE ANOTHER'S POINT OF VIEW	5.	HAS HIGH STANDARDS OF ACCOMPLISHMENT	9.	IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
2.	CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARRISES	12.	SHOWS ORIGINALITY	22.	IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
3.	HAS INITIATIVE	18.	ACCEPTS RESPONSIBILITY EASILY	23.	IS THOUGHTFUL OF OTHERS
4.	IS ANALYTIC IN HIS THINKING	19.	ADmits HIS ERRORS	24.	WORKS WELL UNDER PRESSURE
5.	STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	15.	RESPONDS WELL TO SUPERVISION	25.	DISPLAYS JUDGEMENT
6.	KNOWS WHEN TO SEEK ASSISTANCE	16.	DOES HIS JOB WITHOUT STRONG SUPPORT	26.	IS SECURITY CONCERNED
7.	CAN GET ALONG WITH PEOPLE	17.	COMES UP WITH SOLUTIONS TO PROBLEMS	27.	IS VERSATILE
8.	HAS MEMORY FOR FACTS	18.	IS OBSERVANT	28.	HIS CRITICISM IS CONSTRUCTIVE
9.	SETS THINGS DONE	19.	THINKS CLEARLY	29.	FacILITATES SMOOTH OPERATION OF HIS OFFICE
10.	CAN COPE WITH EMERGENCIES	20.	COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	30.	DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you send the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in Item A, of Section A below.

SECTION A. GENERAL					
1. NAME (Last) WOODS	(First) JAMES	(Middle) S.	2. DATE OF BIRTH 20 Feb 1928	3. SEX M	4. SERVICE DESIGNATION SD&DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT PT RT AGO			6. OFFICIAL POSITION TITLE OS-0132.35-7 Intel Analyst		
7. GRADE OS-7	8. DATE REPORT DUE IN OP '21 Jan 57		9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 22 January 1956 - 20 January 1957		
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	
11. REASSIGNMENT-EMPLOYEE					

12. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
(Signature)
NOTE:

A. CHECK (X) APPROPRIATE STATEMENTS:

THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED PENDING OR D. A RATING LETTER WAS SENT TO HIM A COPY ATTACHED TO THIS REPORT.	
X THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISOR.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)	
X I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		
B. THIS DATE 5 Feb 1957	C. 5 Feb 1957	D. SUPERVISOR'S OFFICIAL TITLE Coordinator 201 Control Unit

13. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

Mr. Woods since return from foreign assignment has completed one temporary duty assignment and is preparing for another. He has applied the present headquarters work at the station registrar on a standard equating with this evaluation.

DATE	11 FEB 57	CONTINUED ON ATTACHED SHEET
Posted Pos. Control	<i>L</i>	
Reviewed by RDC	<i>JAM</i>	2-71-57

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

6. THIS DATE **5 Feb 1957** B. NAME AND SIGNATURE OF REVIEWING OFFICIAL **John J. Murray, Jr.** C. OFFICIAL TITLE OF REVIEWING OFFICIAL **Supervisor, RI/AN Section**

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

INSTRUCTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. DARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET
(When Filled In)

FILE OF PERSONNEL

2. RATINGS OF PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.
 - b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
 - c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
 - d. Compare in your mind, when possible, the individual being rated with others performing same duty at a similar level of responsibility.
 - e. Two individuals with the same job title, may be performing different duties. If so, rate them on different duties.
 - f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|--|---|---|
| ORAL BRIEFING
GIVING LECTURES
CONDUCTING SEMINARS
WRITING TECHNICAL REPORTS
CONDUCTING EXTERNAL LIAISON
TYPING
TAKING DICTATION
SUPERVISING | HAS AND USES AREA KNOWLEDGE
DEVELOPS NEW PROGRAMS
ANALYZES INDUSTRIAL REPORTS
MANAGES FILES
OPERATES RADIO
COORDINATES WITH OTHER OFFICES
WRITES REGULATIONS
PREPARES CORRESPONDENCE | CONDUCTS INTERROGATIONS
PREPARES SUMMARIES
TRANSLATES GERMAN
DEBRIEFING SOURCES
KEEPS BOOKS
DRIVES TRUCK
MAINTAINS AIR CONDITIONING
EVALUATES SIGNIFICANCE OF DATA |
|--|---|---|
- B. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

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DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1 Analysis - Subjective analysis of CE, FI and PP material.	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Assignment Management - Organization & scheduling of work.	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Analysis - Quantitative	RATING NUMBER 5	SPECIFIC DUTY NO. 5 	RATING NUMBER
SPECIFIC DUTY NO. 3 Has and uses area knowledge.	RATING NUMBER 4	SPECIFIC DUTY NO. 6 	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

During the short time Mr. Woods has been assigned to this office, he has very quickly grasped the essentials of his assignment; he knows when to seek guidance and is constantly striving to increase his knowledge and understanding of his assignment. He is extremely conscientious, accepts the responsibilities of his job and performs his duties commendably.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about this same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
 - 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
 - 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
 - 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I FACE IN THE ORGANIZATION
- | | | |
|----------------------------------|----------------------------------|----------------------------------|
| RATING NUMBER
5 | RATING NUMBER
5 | RATING NUMBER
5 |
|----------------------------------|----------------------------------|----------------------------------|
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

(Form Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CIC no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL																			
1. NAME WOODS, James	(Last) JAMES	(First) James	(Middle) B.	2. DATE OF BIRTH 20 Feb 1928	3. SEX M														
4. SERVICE DESIGNATION SD&M																			
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT PI ALO	6. OFFICIAL POSITION TITLE GS-0132.35-7 Intel Analyst																		
7. GRADE OS-7	B. DATE REPORT DUE IN OP 21 Jan 57	8. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 January 1956 - 20 January 1957																	
9. TYPE OF REPORT (Check one) ANNUAL	INITIAL	RESPONSIBILITY-SUPERVISOR REASIGNMENT-EMPLOYEE		SPECIAL (Specify)															
SECTION F. CERTIFICATION																			
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED																			
A. THIS DATE 5 Feb 1957	B.	C. SUPERVISOR'S OFFICIAL TITLE Coordinator 201 Control Unit																	
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND FOUND ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.																			
A. THIS DATE 5 Feb 1957	B. TYPED SIGNATURE John J. Murray, Jr.	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Supervisor, RI/Analysis Section																	
SECTION G. ESTIMATE OF POTENTIAL																			
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES																			
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.																			
<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING</td> </tr> <tr> <td><input type="checkbox"/></td> <td>6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES</td> </tr> </table>						<input checked="" type="checkbox"/>	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	<input type="checkbox"/>	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	<input type="checkbox"/>	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES	<input type="checkbox"/>	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES	<input type="checkbox"/>	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING	<input type="checkbox"/>	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL	<input type="checkbox"/>	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES
<input checked="" type="checkbox"/>	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED																		
<input type="checkbox"/>	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED																		
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2. SUPERVISORY POTENTIAL																			
DEFINITION: Answer this question: Has this person the ability to be a supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUFFICIENT TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.																			
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION																	
	3	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisors)																	
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)																	
	0	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)																	
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT																	
	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION																	
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX																	
	OTHER (Specify)																		

SECRET
(When Filled In)

OFFICE OF PERSONNEL

9. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION.

Three Months

FEB 6

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6. COMMENTS CONCERNING POTENTIAL

Mr. Woods is lacking in formal education, however, he has intelligence, initiative and ability and with continued on-the-job experience is capable of developing into a good supervisor of a section in RI or in operating the Registry Section of a field installation.

SECTION N.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Training within the established FI/RI pattern.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION I.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

	X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL				
CATEGORY NUMBER	1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE				
	2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE				
	3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE				
	4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE				
	5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE				
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSION WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	3	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
3	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURELY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS COLLEGE IN FORM STRUCTURE
5	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	3	30. DRAWS OUT REACTIONS STRONG AND CONTINUOUS SUPERIOR

SECRET

SECRET

as (Other Filled In)

15

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands DATE

28 MAY

1956

Postd Pos. Control WPA

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY

James S. Woods

1. DATE OF BIRTH

25 Feb. 1928

2. SEX

M

3. SERVICE DESIGNATION

III

4. GRADE

GS-7

5. STATION DESIGNATION (Current)

Hqs

6. DUE DATE OF THIS REPORT

April 1956

7. PERIOD COVERED BY THIS REPORT (Inclusive dates)

15 April 1955 - 15 April 1956

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION

Intelligence Analyst - GS

2. DATE ASSUMED RESPONSIBILITY FOR POSITION

25 September 1954

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Subject is an intelligence analyst in the Personal/ File Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all [] file checks.

ity

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE -- FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)

2. NAME OF REVIEWING OFFICIAL IN FIELD (True)

[] Paul B. Breitweiser

3. THIS REPORT WAS WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS. 5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES

1 May 1956

William E. Nelson

William E. Nelson, CFE/l

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION IV

H-52

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply, in some degree to most people. On the right hand side of the page are four major categories of descriptions. The table, within each category to divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left & then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OR- SERVED	CATEGORIES				
		DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES		X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.		X				
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.				X		
3. CAUTIOUS IN ACTION.				X		
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKINGS.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.				X		
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.				X		
9. HAS SENSE OF HUMOR.				X		
10. KNOWS WHEN TO SEEK ASSISTANCE.				X		
11. CALM.					X	
12. CAN GET ALONG WITH PEOPLE.					X	
13. MEMORY FOR FACTS.					X	
14. GETS THINGS DONE.						X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.					X	
16. CAN COPE WITH EMERGENCIES.						X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X
19. HAS BROAD RANGE OF INFORMATION.					X	
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.						X
22. ADMITS HIS ERRORS.					X	
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.					X	

SECRET

SECRET

~~SECRET~~
center filled in

SECTION V

- A. WHAT ARE HIS OUTSTANDING STRENGTHS?

WHAT ARE HIS OUTSTANDING STRENGTHS?
Subject is conscientious, hard-working and more than willing to work long hours. Subject has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

8. WHAT ARE THE STANDING FEATURES?

- Subject is weak in his ability to express himself in writing.

SECRET

SECRET

(When Filled In)

OFFICE OF PG

<p>C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGH ALL OTHER CONSIDERATIONS.</p> <p>Subject's stamina and persistence in accomplishing his tasks in a minimum amount of time outweigh his weakness.</p> <p>HAY 28 11 16 AM '56</p>		
<p>D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, WHY?</p> <p>HAIL ROOM</p>		
<p>E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?</p> <p>Recommend training in Phase II and III</p>		
<p>F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person)</p>		
<p>SECTION VI</p> <p>Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,D</p>		
<p>A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. <input type="checkbox"/> 2. BARELY ADEQUATE IN PERFORMANCE ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING; HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY. <input type="checkbox"/> 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. <input type="checkbox"/> 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER. <input checked="" type="checkbox"/> 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. <input type="checkbox"/> 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER. <p>IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES. IF YES, WHAT?</p>	<p>C. DIRECTIONS: Based upon what he has said, his actions and any other indications, give your opinion of this person's attitude toward the organization.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION; WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY. <input type="checkbox"/> 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION...LIKES BY-RESTRICTIONS...REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER. <input type="checkbox"/> 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION...DOUBTED BY MINOR FRUSTRATIONS...WILL QUIT IF THESE CONTINUE. <input type="checkbox"/> 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT...HAS "WAIT AND SEE" ATTITUDE...WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER. <input checked="" type="checkbox"/> 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION...MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION...THINKS IN TERMS OF A CAREER IN THE ORGANIZATION. <input type="checkbox"/> 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION...BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY WILL PROBABLY NEVER TURN OVER WORKING ANY PLACE BUT IN THE ORGANIZATION. <input type="checkbox"/> 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION...WILL PROBABLY NEVER TURN OVER WORKING ANY PLACE. 	
<p>B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities than normally indicated by promotion.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED. <input type="checkbox"/> 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED. <input checked="" type="checkbox"/> 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS. <input type="checkbox"/> 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE. <input type="checkbox"/> 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE. <input type="checkbox"/> 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT. 		<p>D. DIRECTIONS: Consider everything you know about this person in making your rating...SKILL in job duties, conduct on the job, personal-characteristics or habits, and special defects or talents.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED. <input type="checkbox"/> 2. OF DUBIOUS SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW. <input type="checkbox"/> 3. A BARELY ACCEPTABLE EMPLOYEE...DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION. <input type="checkbox"/> 4. A TYPICAL EMPLOYEE...HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION. <input checked="" type="checkbox"/> 5. A GOOD EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS. <input type="checkbox"/> 6. AN EXCELLENTLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION. <input type="checkbox"/> 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

DDP- FF T-7

SECRET
(When Filled In)

REF ID: A64625

FIELD FITNESS REPORT

- The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff, and
 2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICERS: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisor to make sure the report is accurate and favorable. Primary responsibility rests with the current supervisor. It is assumed that throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he should stand at C-4 6/22/55

Reviewed by FOD

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY

James S. Woods

1. DATE OF BIRTH 2. SEX 3. SERVICE DESIGNATION
25 Feb 1928 M SD-D4. GRADE 5. STATION DESIGNATION (Current)
GS-5 Mission Headquarters6. DUE DATE OF THIS REPORT 7. PERIOD COVERED BY THIS REPORT (Inclusive dates)
1 November 1954 - 14 April 1955SECTION II (To be completed by field supervisor)
1. CURRENT POSITION 2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Intelligence Analyst - CE 25 September 1955

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Subject is an intelligence analyst in the Personality Files Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all Mission file checks.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (Print)	2. NAME OF REVIEWING OFFICIAL IN FIELD (Print)
	John L. Hart
3. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS. 29 April 55	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES William E. Nelson

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL

This section is provided as an aid in describing the individual. Your description is to reflect his favorable or unfavorable traits but according to meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that ~~apply~~ ^{to} a person to most people. On the right hand side of the page are four major categories of descriptions. This section allows each category to be divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Check each of the statement on the left & then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS		CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES		X				
B. PRACTICAL.					X		
1. A GOOD REPORTER OF EVENTS.			X				
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.				X			
3. CAUTIOUS IN ACTION.					X		
4. HAS INITIATIVE.						X	
5. UNEMOTIONAL.						X	
6. ANALYTIC IN HIS THINKING.						X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X	
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.						X	
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.						X	
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.						X	
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.						X	
22. ADMITS HIS ERRORS.						X	
23. RESPONDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.						X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X	

SECRET

SECRET
(or Filled In)

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is conscientious, hard-working, and more than willing to work long hours. He has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

9. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Subject is weak in his ability to express himself in writing.

SECRET

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS.
Subject's stamina and persistence in accomplishing his tasks in a minimum amount of time outweigh his weaknesses.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. If yes, why?
May 16 843 AM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?
Recommend training in Phase II and III

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):
MAIL ROOM

SECTION VI

- Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C, & D*
- | | |
|---|--|
| <p>A. DIRECTIONS: Consider only the skills with which the person has performed the duties of his job and rate him accordingly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. <input type="checkbox"/> 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY. <input type="checkbox"/> 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. <input type="checkbox"/> 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER. <input checked="" type="checkbox"/> 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. <input type="checkbox"/> 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER. <p>IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES. If yes, what?</p> | <p>C. DIRECTIONS: Based upon what he has said; his actions, and any other indications, give your opinion of this person's attitude toward the organization.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION.. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY. <input type="checkbox"/> 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... FRAMED BY RESTRICTIONS...REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER. <input type="checkbox"/> 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION.. BOthered by minor frustrations.. WILL QUIT IF THESE CONTINUE. <input type="checkbox"/> 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFERENT... HAS "WAIT AND SEE" ATTITUDE.. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER. <input type="checkbox"/> 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION.. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION.. THINKS, IN TERMS OF A CAREER IN THE ORGANIZATION. <input checked="" type="checkbox"/> 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION.. BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION. <input type="checkbox"/> 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION.. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION. |
| <p>B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED. <input type="checkbox"/> 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED. <input type="checkbox"/> 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS. <input type="checkbox"/> 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE. <input checked="" type="checkbox"/> 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE. <input type="checkbox"/> 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT. | <p>D. DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED. <input type="checkbox"/> 2. OF DOUBTFUL SUITABILITY.. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW. <input type="checkbox"/> 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION. <input type="checkbox"/> 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION. <input checked="" type="checkbox"/> 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS. <input type="checkbox"/> 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION. <input type="checkbox"/> 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION. |

SECRET

SECRET

SECURITY INFORMATION

BY DATE

On 24 June 54
OD

PERSONNEL EVALUATION REPORT

Item 1 through 6 will be completed by Administrative or Personnel Officer			
1. NAME (Last) (First) (Middle)	2. GRADE	3. POSITION TITLE	
WOODS, James S.	GS-5	Intel. Anal. CD-FI	
4. OFFICE DDP/FI/RI	STAFF OR DIVISION P & R Branch	BRANCH Consol Section	DEPT'L. FIELD
5. PERIOD COVERED BY REPORT From 21 Apr. 53 To 20 Apr. 54		6. TYPE OF REPORT <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor	
Item 7 through 20 will be completed by the person evaluated			
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. As senior anaylist on the EE/FI/G/Z area my duties consist of: <ul style="list-style-type: none"> (A) Consolidating personality files which entails the following: (1) Make a complete search in Index on all references pertaining to the subject, (2) gathering all references in RI/Files, (3) anaylyzing documents for inclusion in ZOI, (4) preparing a summary of reference sheet which notes the disposition of all the documents put in the case. (B) Liaison with the area desk. (c) Supervising the work of the junior anaylist. 			
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.			
Name of Course	Location	Length of Course	Date Completed
NONE			
9. IN WHAT TYPE OF WORK ARE YOU PARTICULARLY INTERESTED? Intelligence work at the desk level. IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS). Two years experience in RI.			
10. 12 April 1954 DATE		James S Woods SIGNATURE	
Item 11 through 18 will be completed by Supervisor			
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. Mr. Woods has performed his duties conscientiously and well. He possesses a great deal of energy, is extremely industrious and has maintained excellent relations in his liaison with the area desk.			

SECRET

SECURITY INFORMATION

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

Mr. Woods has performed his duties most outstandingly by virtue of his formation and maintenance of excellent liaison relations.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Mr. Woods has handled his present responsibilities admirably and I am certain he would be capable of handling additional ones as the opportunity occurs.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Mr. Woods could qualify as an Intelligence Analyst in any of the appropriate section of RI.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at this time

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

13 April 54

DATE

Harry D. Randall

SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

18 May 1954

DATE

SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

Subject transferred to FE effective 25 April 1954.
[Signature]

SECRET

14 00000
SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Office

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
WOODS	James	S.	GS-4	File Clerk
4. OFFICE DD/P	STAFF OR DIVISION FI	BRANCH H	5. DEPT/L FIELD	6. FIELD, SPECIAL STATION
7. PERIOD COVERED BY REPORT From 4-21-52 To 4-21-53		8. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor	<input type="checkbox"/> Special <input type="checkbox"/> Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

Review and finalize material for consolidation of PDI Personality Files. This includes making a complete impartial name check in RI/SC index and a complete search for all material pertinent to the subject in the RI/files. Also maintain liaison with the area checks.

After reviewing documents, make up Cross References and any Document changes as necessary. Complete a Summary of References Form listing all references reviewed and the action taken on each.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Kong			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Accounting.

If different from your present job, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

Two years of Accounting and Law school.

10.

9 April 1953

DATE

SIGNATURE

James S Woods

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Mr. Woods' performance in this section has been very satisfactory. While still in a trainee position, he is learning the procedure of this section very well. He is extremely industrious and shows little inclination to waste time.

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

Mr. Woods has been most outstanding by virtue of his industry.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Mr. Woods has had little opportunity to show his ability, in this line, so far.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Indicate appropriate reassignment, if possible.)

Due to his position as trainee, other duties cannot be considered, but I feel that he is quite capable of filling any number of jobs in RI.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at this time.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 9 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

20 April 1953

Harry D. Randall

SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below)

APR 20 1953
DATE



20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM**

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER		
WOODS	James	Sauvie	FEB 20 1928	502	16	6806
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)			
OIOO32						

3 MARK AN "X" IN ONE OF THE BOXES BELOW. (do NOT mark more than one):

Mark here —

If you
WANT BOTH
optional and
regular
insurance

↓

(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here —

If you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

↓

(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here —

If you
WANT NEITHER
regular nor
optional
insurance

↓

(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",
COMPLETE THE "STATISTICAL STUB." THEN RETURN
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE:**

SIGNATURE (do not print)

James S. Woods

DATE

4 MAR 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

UNITED STATES GOVERNMENT
OFFICE OF PERSONNEL

89 HD 47 | 02 MAY

See Table of Effective Dates on back of Original

STANDARD FORM NO. 176-7
JANUARY 1958
(For use only until April 16, 1968)
176-101

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

14 00000
C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods Dates: 23-24 February 1978
Employee No: 010032 Office: ISS
Service Designation: P

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
4. Know how to prepare more useful Fitness Reports and conduct more effective FR interviews;
5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the workshop.

FOR THE DIRECTOR OF T

	Instructor	Date
		MAR 1978

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

CERTIFICATION OF SEPARTING EMPLOYEE

DDU: 9/14/76
Date (Last-First-Middle)

Shoob, James S.

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concern separation from CIA as indicated by check mark:

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation). |
| <input checked="" type="checkbox"/> | 2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance). |
| <input checked="" type="checkbox"/> | 3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employees' Group Life Insurance Act of 1954). |
| <input checked="" type="checkbox"/> | 4. Standard Form 2302 (Application for Refund of Retirement Deductions). |
| <input checked="" type="checkbox"/> | 5. Form 2595 (Authorization for Disposition of Paychecks).
<i>Cutterman</i> <i>CD APR</i> |
| <input checked="" type="checkbox"/> | 6. Only applicable to Retiree - Returnee (resignee from overseas assignment)
I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. |
| <input checked="" type="checkbox"/> | 7. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty). |
| <input checked="" type="checkbox"/> | 8. Instructions for returning to duty from Extended Leave or Active Military Service. |

Signature of Employee	Date Signed
<i>James S. Shoob</i>	
Address (Street, City, State, Zip Code)	Correspondence
304 MEADOW HALL DR. ROCKVILLE, MD 20851	MAILING LIST MAILING LIST
	<input type="checkbox"/> Overt <input type="checkbox"/> Con

14 00000
C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods Dates: 23-24 February 1978
Employee No: 010032 Office: ISS
Service Designation:D

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
4. Know how to prepare more useful Fitness Reports and conduct more effective PR interviews;
5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the workshop.

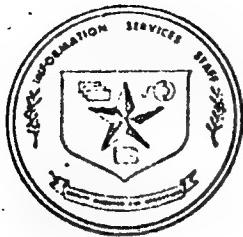
FOR THE DIRECTOR OF TRA

		1978
Instructor	Date	

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

1400000

ADMINISTRATIVE - INTERNAL USE ONLY



3 February 1977

MEMORANDUM FOR THE RECORD

FROM : ISS/Training Staff
SUBJECT: Document Analysis II for Records Management Officers

1. Jim Woods OF has satisfactorily completed the Document Analysis II Course given for Division and Staff Records Management Officers by ISS Training Officer, [REDACTED]. Classes were held daily from 0900 to 1230 hours from 29 November through 10 December 1976.

2. The topics covered in the course were records principles and processing procedures used by Data Management Section analysts for initial input of correspondence into the DDO Records System. The students also covered the official files system and indexing criteria as they currently exist and discussed some of the drawbacks and possible systems changes we might expect in the next few years. Periodic exercises were given to test the students comprehension of topics discussed.



ADMINISTRATIVE - INTERNAL USE ONLY

14 00000
20 JUL 1976

I, the undersigned, authorize the Office of Personnel
to give to CartBlanche whatever information is necessary
for me to obtain a credit card.

James S. Woods
James S. Woods

Aug 20 1976

CERTIFICATE OF TRAINING

THIS IS TO CERTIFY THAT

JAMES WOODS

SUCCESSFULLY COMPLETED

SUPERVISORY COUNSELING WORKSHOP

ON

26 - 27 AUGUST 1976

INFORMATION SERVICES GROUP



CHILE, TSG TRAINING

14 00000

TRAINING REPORT
OFFICE OF TRAINING

This certifies that James S. Woods has successfully completed the Introduction to Micrographics Seminar #2 which was conducted from 24 July to 25 July 1974.

This seminar provides basic information on microphotography and explores the application of this technology in controlling overburdened and sometimes inefficient paperwork systems. Specific blocks of instruction include: Image Recording Techniques, Microfilm Formats, Viewers and Viewer-Printers, Indexing Methods, Computer Output Microfilm (COM), Micropublishing, and Development and Implementation of Agency Applications. Participants receive a portfolio of various samples of microforms, a Glossary of Micrographic Terms, and a Primer on Information Science.

FOR THE DIRECTOR OF TRAINING:

[Redacted]
Course Coordinator

Final Grade Report

Grading System:
 A = Superior Scholarship
 B = Good Scholarship
 C = Average Scholarship
 D = Passing Scholarship
 F(a) = Failure Academic
 F(n) = Failure Non-Attendance
 I = Incomplete*
 WX = Withdraw during first half of term
 WF = Withdraw failing during second half of term
 WF = Withdraw failing during second half of term
 X = Emergency withdrawal
 editor withdrawal

UNIVERSITY OF MARYLAND
 EUROPEAN DIVISION - UNIVERSITY COLLEGE
 OFFICE OF THE REGISTRAR

Report of	HODGES, James S.	Student Copy
Term	I, Acad. Yr. 1971/72 at Rome	Center
COURSE	Corrections	GRADE
ITAL 111	3	B

Signature of Instructor: DeSantis

* If Incomplete is to be assigned, student must have attended three-fourths of class meetings. Indicate below remaining work, e.g., final exams, term paper, reports, etc.

Grade to Date _____ Dead line date for completion, if established _____

The student is responsible for arranging with the instructor for completion of these requirements.

UMR 12 (20-22-42-43)

Final Grade Report

Grading System:
 A = Superior Scholarship
 B = Good Scholarship
 C = Average Scholarship
 D = Passing Scholarship
 F(a) = Failure Academic
 F(n) = Failure Non-Attendance
 I = Incomplete*
 WX = Withdraw during first half of term
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 editor withdrawal

UNIVERSITY OF MARYLAND
 EUROPEAN DIVISION - UNIVERSITY COLLEGE
 OFFICE OF THE REGISTRAR

Report of	HODGES, James S.	Student Copy
Term	I, Acad. Yr. 1971/72 at Rome	Center
COURSE	Corrections	GRADE
ITAL 112	3	B

Signature of Instructor: DeSantis

* If Incomplete is to be assigned, student must have attended three-fourths of class meetings. Indicate below remaining work, e.g., final exams, term paper, reports, etc.

Grade to Date _____ Dead line date for completion, if established _____

The student is responsible for arranging with the instructor for completion of these requirements.

UMR 12 (20-22-42-43)

Institutional
(non-Contract)

Mathematics 2020

Academic Formal Orientation - Japan
16 hours 20-21 March 1961 6 hours

CONTRIBUTED BY THE UNIVERSITY OF TORONTO

On April 11, 1947, in the general area, the Agency of Information, held its first lecture on "The American Armed Problem," the implications for the individual employee or dependent and the Agency, presented \$750 for successful personnel adjustment to newly appointed members of government civil service in the area of assignment, useful information to the Army, and guide lines for understanding its foreign policy. This lecture calls for effective "American" activities in the community or nation. Area information includes an estimate of the "freedom" of the region to the United States and dependence of the region, the institutions, and current local conditions. The course offers lectures, oral discussions, films, visits and study, and exhibits. Upon completion recommended transfer of sufficient funds to the other areas to meet their needs.

The incidence of disease, diagnosis and treatment at the time of review in the area.

16 April 1961
/s/ ROBERT E. WILMER

ANSWER

23. 10:13 2007.03

Page 1

16 Army Board Orientation 20-21 March 1961

Woods, Louise (Dependant, Anna R.)

- 5 -

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Page 10

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Digitized by srujanika@gmail.com

Section 2 contains a detailed list of items which may be necessary for registration of travel in the general area and country of destination. It includes a briefing on "The Americans Abroad problem," its differentiation for the individual employee or dependent and the family, protection which can be given through personal adjustments to ensure proper use of services and living in the area of assignment, useful information on the area, and advice items for understanding the major problems. Advice is also given on effective interviewing techniques in the preparation of contacts or new ones. True information about an individual or of the importance of the region to the United States was described and of the country, the institutions, and current citizen developments. The general office includes, travel documents, forms, office supplies, and selected reading for the professional and business traveler. This section is divided into two parts: "Information" and "Travel Preparation." The "Information" part is divided into three sections:

With the exception of the first two, the following are the principal species of the genus.

26 April 1963

— 16 — 烟草植物学，COLEMAN

S-E-C-R-E-T

WRITING WORKSHOP (INTERMEDIATE) NO. 2

TRAINING EVALUATION

SECTION I: IDENTIFIED INFORMATION			
NAME WOODS, James S.	SEX M	DATES OF COURSE 26 October - 19 November 1959	NO. OF STUDENTS 17
DATE OF BIRTH 20 February 1928	END DATE April 1952	GRADE OR RANK GS-9	OFFICE PR/Administration
PROJECTED ASSIGNMENT OR PRESENT POSITION Records Officer			
SECTION II: OBJECTIVE OF THE COURSE			
To stimulate habits of thoughtful, self-critical writing for intelligence production.			

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The course is conducted for 10 to 15 students in seven five-hour-and-a-half morning sessions over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any change demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

S-E-C-R-E-T

14 00000
S-E-C-R-E-T

SECTION V: REPORT OF STUDENT ACHIEVEMENT

Mr. Woods added to the good improvement in mechanics of expression he had achieved in the Basic Writing Workshop. He has now developed the ability to write smooth, compact, and readable sentences. He also learned to organize topics more effectively, and with further writing experience, he can develop the ability to write analytical papers of a professional caliber.

John F. Powell
John F. Powell
Chief Instructor

S-E-C-R-E-T

S-E-C-H-S-T

WRITING WORKSHOP (BASIC) NO. 2

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION				
NAME WOODS, James S.		SEX M	DATES OF COURSE 21 Sept. - 15 Oct. 1959	NO. OF STUDENTS 13
DATE OF BIRTH 20 February 1928	EDU DATE April 1952	GRADE OR RANK GS-9	OFFICE PR/Administration	
PROJECTED ASSIGNMENT OR PRESENT POSITION Records Officer				
SECTION II: OBJECTIVE OF THE COURSE				
To stimulate habits of thoughtful, self-critical writing for intelligence production.				

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The class is conducted for ten to fifteen students. It meets for one three-hour morning session over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any changes demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

S-E-C-H-S-T

S-6-C-II-B-7

SECTION V: REPORT OF STUDENT ACHIEVEMENT

Mr. Woods considerably improved the clarity of his writing during the course, by reducing sentence errors and roundabout phrasing. His written papers reflected his gains in knowledge of basic rules of English usage. His achievement in the Writing Workshop (Basic) shows that Mr. Woods can develop good writing skills, and that he and the Agency would benefit if he took the Writing Workshop (Intermediate).



S-6-C-II-B-7

S-1-A-2 E 1

TRAINING EVALUATION

ADMINISTRATIVE SUPPORT COURSE # 9

SECTION I: IDENTIFYING INFORMATION				
NAME	SEX	DATES OF COURSE	NO. OF STUDENTS	
Woods, James S.	M	10 - 28 May 1954	1st Week-49	2nd & 3rd Weeks-44
DATE OF BIRTH	FOR DATE	GRADE OR RANK	OFFICE	FE/FI
21 February 1928	21 April 1952	GS-5		
PROJECTED ASSIGNMENT OR PRESENT POSITION				
Registry Analyst				
SECTION II: OBJECTIVES				
The objectives of this course are to provide the student with (1) an understanding of the inter-relationships between operating functions and administrative support functions; (2) an understanding of some of the basic principles and techniques of Agency operations and the organization and functions of the various clandestine components; (3) a knowledge of procedures, regulations, and problems peculiar to logistics, Finance, and other areas of administrative support.				
SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE				
One week of the course is devoted to lectures in the area described in category 1 on reverse of this page. The material in categories 2 and 3 is presented both by lecture and by practical exercises during the remaining two weeks of the course. Categories 4 through 9 are concerned with the application of knowledge of Agency organization, structure, procedures and regulations in practical situations.				
SECTION IV: STUDENT EVALUATION				
The evaluation of the student's performance is based upon the following criteria: (1) student's attendance, (2) student's participation in the course, (3) student's performance in the course with no allowance made for differences in age, education, experience, etc. These ratings are defined as follows:				
EXCELLENT: The student indicated exceptional ability or proficiency in meeting this goal or objective; he demonstrated an unusually thorough knowledge of the material presented.				
SATISFACTORY: The student met this objective in a competent and effective manner; he demonstrated a good grasp and understanding of the material presented.				
UNSATISFACTORY: The student did not achieve this goal or objective; the student's performance indicated a serious lack of knowledge concerning material presented.				
S-E-S-P-E-T				

AB

S-2-S-A-R-E-T

MAJOR CATEGORIES	CRAT	SAT	EXC/EMT
1. Orientation in basic principles of clandestine activity.	2	30 *	17
2. Knowledge of clandestine services command structure and organization.	5 *	14	25
3. Knowledge of Agency and clandestine services regulations and administrative procedures.	2	28 *	14
4. (A) Preparation of advance form; travel voucher (DOMESTIC) and entertainment reimbursement (DOMESTIC).	0	17	10 *
(B) Preparation of travel voucher (FOREIGN) including computation of per diem and currency conversion.	1	15 *	26
5. Preparation of Station Finance Reports.	3	5	16 *
6. Preparation of forms used in a detached station for property records; knowledge of responsibility for property at the station.	2	20 *	22
7. Preparation of form required for project presentation to the Project Review Committee.	1	10 *	13
8. Preparation of cable form used at Headquarters writing message from material given, with use of accepted digits, punctuation, and abbreviations.	1	33 *	14
9. Preparation of Headquarters and Field office form and Field couch manifest.	0	24	13

SECTION VI: COMMENTS

Comments, especially on habits and characteristics, with particular reference to strong or weak points of the individual or anything that might have influenced his performance in the course.

FOR THE DIRECTOR OF TRAINING:

S-2-S-A-R-E-T

S E C R E T

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION			
Name Woods, James S.	Sex M	Course and Beginning Date PHASE I - ORIENTATION #9 - 19 April 54	
Date of Birth 23 February 1928	EOD April '52	Grade or Rank GS-5	Office PE/ET
Projected Assignment or Present Position Registry Analyst			

This evaluation is based on a course of 120 hours given over a period of 3 weeks in which there were 89 students. The length of the course, number of students, nature of the course, skills and knowledge taught, and the opportunity for observing the individual student determine which sections of this report are used. These facts must also be considered in interpreting the evaluations which, therefore, should not be used as the sole basis for personnel decisions. THIS REPORT IS INTENDED PRIMARILY TO FURNISH INFORMATION AS TO HOW WELL THE STUDENT LEARNED THE SUBJECT MATTER OR SKILLS TAUGHT. In addition, observations of interest and importance are reported which can have significance only as they are related to other information. Unless otherwise stated, performance is evaluated in terms of standards set by instructors or in relation to the performance of others who have taken the course. For further information, consult the Training Evaluation Branch, Assessment and Evaluation Staff, Office of Training.

Subject	Hrs.	Rating				
		Fail	Poor	Sat	Exc	Sup
Introduction to Intelligence	80	5	12	26*	34	12
Communism and the U.S.S.R.	40	5	17	35*	31	7

The numbers show how many students received each rating. An asterisk (*) shows the rating this student received.

SECTION III: SKILLS

The 'Course Instruction' column contains scores and/or ratings given by the instructional staff for skills which are specifically intended to be outcomes of the course. The 'Observation' column contains ratings by instructors and/or students concerning skills which have been observed for every student in a class but which have not been the subject of intensive instruction or practice.

Skill	Hrs.	Course Instruction		Observation	
		Objective Score	Rating or Evaluation	Av. Rating by Instructors	Av. Rating by Students

SECTION IV: OBSERVATIONS of ATTITUDES or OTHER PERSONAL CHARACTERISTICS

During the course incidents were observed which suggested that this person:

	Yes	No		Yes	No
Had difficulty in getting along with others.		X	Lacked motivation for an Agency career.		X
Interfered with instructional and classroom activities.	X		Lacked sufficient security-mindedness.	X	
			Lacked interest in the course.	X	

Explanations of any 'Yes' answers to items above. Frequency of occurrence and number of persons observing these attitudes or characteristics are included.

SECTION V: COMMENTS

Comments, especially on habits or characteristics, with particular reference to strong and weak points of the individual, or anything that may have influenced his performance in the course are reported here:

Edward J. D. Morris
Chief-Instructor

SECTION VI: ADJUSTED OVER-ALL EVALUATION**FOR OPTIONAL USE BY INSTRUCTORS**

In terms of all factors assessed during the course and taking into account this student's experience in the Agency, grade, and general area of work, no less than one of boxes shows the instructor's judgment of his performance in the course.

He was inadequate in his performance. He was barely adequate in his performance and performed acceptably only in a limited range of assignments. He performed acceptably, but was barely adequate in some respects. He was a typically effective student who performed in a competent, dependable manner. He performed at a high level of competence. He performed at an extremely high level that only a few students have surpassed. **FOR OPTIONAL USE BY TRAINING OFFICERS**

This evaluation, shown by an 'X' in one of the boxes, takes into account this training record, the student's age, grade, age at expiration, and projected assignment. It is included for the purpose of giving supervisors an estimate of the implications of the training evaluation report for the student's assignment and career potential.

 This is an inadequate performance. This is a barely adequate performance and raises questions concerning his suitability for his assignment. This is an acceptable performance but discloses possible areas of weakness. This is a satisfactory performance revealing a typically competent person. This performance reveals a high level of competence. This is an extremely competent performance that only a few persons of his background and position have surpassed.

Training Officer's Comments

M. H. L. [Signature]
Training Officer

SECRET

15 A.M.

MEMORANDUM FOR: Chairman, Clandestine Service Personnel
Staff

SUBJECT: James S. WOODS - Recommendation for Promotion

1. Subject has been in grade GS-10 since June 1968. Based on his outstanding performance as Chief of Registry in the Romo Station since June 30, 1971, he strongly merits promotion to grade GS-11 at this time. When Subject took over the responsibility for Registry a year ago, he found a system glutted with paper and bound up by a policy which discouraged getting rid of it. He found many procedures in force which were out of date, if not obsolete, and proposed streamlined procedures, which were adopted, to replace them. He asked for and was given the responsibility to analyze and distribute the cables, which had previously been a function of the Chief of Station's secretary. He recommended the discontinuance of the abstract system, which proposal had been adopted by most elements of the Station. He recommended a reduction in the retention period for cable and dispatch chronos. With the help of a TDY team here for the first half of CY 1972, he devised and instituted a program of purging the files. This program has resulted in the disposition of most of the departed Soviet files, a severe trimming of the true name files, and the review, reduction and up-dating of the project and operational files. All of this work was accompanied by appropriate name checks, entries on the index cards and selection of pertinent documents for transmittal to Headquarters. In summary, Subject performed a thorough "house-cleaning" of Station records in the full meaning of that phrase. This program is by no means finished. In fact, Subject has plans for continuing efforts along these lines which may exceed his tenure at this Station since he intends to return to Headquarters not later than May 1974. The on-going program includes a review and reorganization of the subject files, the encrypted 201's and the disposition (hopefully) of about 50 feet of micro-film. A corollary to these projects will be a significant reduction in the index cards, which at present lead to the micro-film and to other superfluous material we either have or will destroy.

2. The equally important aspect of records management, namely the introduction of procedures to lessen the likelihood

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

SECRET

CLASSIFIED BY	CL-76-244
DATE	10-10-72
DECLASSIFICATION	10-10-74
SCHEDULED BY	10-10-72
EXPIRATION DATE (CATEGORY)	5 years (or earlier if sooner, or more)
ROUTINE	10-10-72
REASON FOR CLASSIFICATION	10-10-72
REF ID	2112
(Enter impossible current date or event)	

14 00000
SECRET

-2-

if not prevent the reoccurrence of this pile-up of paper is not lost on this officer. He constantly thinks in terms of procedures and controls to accomplish this end.

3. Subject is dedicated, highly motivated, conscientious, and hard working. He reports to work each day an hour before the Station opens in order to distribute the cables by opening of business. He never hesitates to respond positively to any request for help. Indeed, he solicits work which he believes can be done more easily or more simply in his unit. In all respects, Subject is a trained, professional records management officer who is thoughtful as well as enthusiastic about his work.

4. It is strongly recommended that Subject be promoted to grade GS-11.

Archibald B. Roosevelt, Jr.

Archibald B. Roosevelt, Jr.
Chief, European Division

SECRET

CONFIDENTIAL

(Other Editions End)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLANKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 6 ALSO COMPLY WITH HMR 2517, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME OF EMPLOYEE (Last, First, Middle)	(Address)	(Phone)	POSITION	SOCIAL SECURITY NUMBER
Woods, James Salvile				502 16 6806

1. MARITAL STATUS (Check one)				
SINGLE	MARRIED	SEPARATED	DIVORCED	WIDOWED
IF MARRIED, PLACE OF MARRIAGE Washington, D.C.				
IF DIVORCED, PLACE OF DIVORCE DECREE				
DATE OF MARRIAGE 6 Aug 60				
DATE OF DECREE				

2. MEMBERS OF FAMILY				
NAME OF SPOUSE Lorraine Anne	ADDRESS (No., Street, City, State, Zip Code) 432 COOLIDGE PKWY Park Ridge	TELEPHONE NO. 24-0163	NAME OF CHILD SUSAN	TELEPHONE NO. 24-0274
DATE OF BIRTH 2-02-71				

NAME OF FATHER (or male guardian) ROSS A. WOODS - DISCHARGED	ADDRESS	TELEPHONE NO.
NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian) SUSAN A. WOODS	ADDRESS FORESTRIVER, N. DAK.	TELEPHONE NO.

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

MOTHER & SISTER (Husband is deceased, contact his wife)

3. OTHER RELATIVES WHO ARE DEPENDENT UPON YOU AT LEAST ONE OF THESE DAY-NIGHT AND NIGHT-DAY PLACEMENTS IN STAY-IN REGULATIONS (See 22 CFR). SPECIFY NAMES AND RELATIONSHIPS

NAME	DATE OF BIRTH	RELATIONSHIP
------	---------------	--------------

4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY		
NAME (First, Middle, Last-First-Middle)	RELATIONSHIP	HOME TELEPHONE NUMBER
FLAHRT, RICHARD	BROTHER-IN-LAW	501-775-4472
HOME ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE 521 HIGHLAND ST. (Grand Forks), N.Dak.	BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	

IS THE INDIVIDUAL NAMED ABOVE SITTING OF YOUR AGENT OR ATTACHEE? (If "NO" give name and address of organization he believes you work for.)

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPACITATED? (If "NO" give name and address of person, if any, who can make such decisions in case of emergency.)

UNION TRUST CO. OFF D.C.

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If "NO" explain why in Item 6.)

The persons named in item 2 or 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CONFIDENTIAL
(Even Filled In)

6.

VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

UNION TRUST CO. OF D.C.

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? YES NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? YES NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? YES NO. (If "Yes" where is document located?)

UNION TRUST CO. OF D.C.

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?

YES NO. (If "Yes" give name(s) and address)

IN WITNESS WHEREOF,

HAVE YOU EXECUTED A POWER OF ATTORNEY? YES NO. (If "Yes", who possess the power of attorney?)

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY
(No Approval Required)

RESIDENCE WHEN EMPLOYED (Full Address)	PERMANENT PLACE OF RESIDENCE AS DEFINED IN HR 22-3 (Full Address)
--	--

8. CHANGE IN PERMANENT PLACE OF RESIDENCE (See HR 22-3)
(To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)

FULL ADDRESS	DEPUTY DIRECTOR OR DESIGNEE	DATE
	DIRECTOR OF PERSONNEL (when applicable per HR 22-3)	DATE

SIGNED AT	DATE	SIGNATURE
-----------	------	-----------

Hg

9/22/71

James S. Glavin

CONFIDENTIAL

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

To: Office of Personnel, Transactions and Records Branch, Status Section, ECA

SERIAL NO.	NAME		
	LAST (Print)	FIRST	MIDDLE
1-6 010032	WOODS	JAMES	S

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (ONE ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFP NO. 5B, REVISED.

PCS DATES OF SERVICE

TDY DATES OF SERVICE

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

APPENDIX: DOCUMENT AND CERTIFICATION

TRAVEL BUDGET		DISPATCH
CABLE	X	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. DOCUMENT DATE/PERIOD

RFID技术

PREPARED BY LDC	REPORT SUBMITTED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTRB.	DATE 1/5/21	SIGNATURE R-2-1
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

14 00000
30 June 1970

MEMORANDUM FOR: Chief, European Division
FROM : Chief of Station, London
SUBJECT : Promotion Recommendation -
James S. Woods

Subject, who has been in grade as a GS-10 just two years, has been Chief of the Registry of the London Station for eighteen months. Subject, fresh from a Saigon assignment, brought with him a broad and varied background of field experience (Far East) and several Headquarters' assignments. He has been in one or another aspect of records management work since he started with us as a very junior clerk in 1952.

Subject's fitness reports, since he has been in London, testify to the high regard in which he is held by the Station and the excellent results he has managed to achieve. When he arrived at the Station, the start had been made on a file reduction program but an enormous amount of organized work remained to be done. Subject set about it with great enthusiasm and a high degree of professional organization. As a result, the Registry inventory today is the leanest and the most efficient the Station has seen for many a long day, if ever before. To a great extent this can be laid at Subject's own door and he personally did much of the work. At the same time, Subject surveyed and reorganized the overall workload of the Registry and was finally able to recommend to the Station management a reduction of one Registry clerk. The smaller staff has certainly required a more intensive work effort on the part of Registry personnel, which has been attained without any loss of morale; in fact, quite the reverse.

Subject, therefore, emerges as a records management officer who has thoroughly learned his business and a hard-driving, sympathetic and successful supervisor. In the opinion of the Station management, Subject is already quite capable of taking over broader and more senior responsibilities in the records management field. In this respect, however, we do not believe he will be wasting his time in London by spending, as he currently plans to do, an additional year here on the completion of his tour in November. The London Registry, reflecting the multi-faceted work of the Station, is sufficiently complex an operation to warrant

-2-

Subject's continued attention.

In view of his really excellent performance and high promise,
it is strongly recommended that Subject be promoted to GS-11.

/s/ Bronson Tweedy
COS

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(When Filled In)

I M P O R T A N T

Central Processing Branch has been charged with responsibility (OAM 20-6-dated October 1961) for ensuring that all employees processing CG to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

James A. Shedd 15 JUL 68
Signature Date

JAMES A. SHEDD

CONFIDENTIAL
(When Filled In)

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
110 D10032	(Print) Woods, James S.		

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFP NO. 38, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE
25-86	27-86	29-86	31-86	33-86	35-86	1 - PCS (Basic)	37	38	39
						2 - CORRECTION			
						3 - CANCELLATION			
			10	01	86				

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE
25-86	27-86	29-86	31-86	33-86	35-86	2 - TDY (Basic)	37	38	39
						3 - CORRECTION			
						4 - CANCELLATION			

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

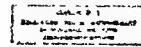
TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify) file per click	

DOCUMENT IDENTIFICATION NO.: FUST 31976 DOCUMENT DATE/PERIOD: 10/3/86

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
MEO		
C & L DIVISION, CTB&R	DATE: 10/15/86	SIGNATURE: J.W. [Signature]
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER



SECRET

(When Filled In)

*Rey P.***REPORT OF SERVICE ABROAD**

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6 010032	(Print) Woodard	James	S.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 30, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	998		
29-30	27-28	29-30	31-32	33-34	35-36	2 - CORRECTION	97	98-99	40-42
						3 - CANCELLATION			
01	1	467					1		Vietnam 772

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	EXPLAN	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic)	998		
29-30	27-28	29-30	31-32	33-34	35-36	4 - CORRECTION	97	98-99	40-42
						6 - CANCELLATION			

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**SOURCE DOCUMENT AND CERTIFICATION**

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
764	

REMARKS		
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PREPARED BY	REPORT ANNOTATED ON	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
ODO	CONTROL DOCUMENT	
C & T DIVISION, CTB&	DATE	SIGNATURE
C & T DIVISION	5/22/61	L. H. - 6-6-61

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

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(When Filled In)

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returns, dated May 1964.

James S. Woods
Signature
JAMES S. WOODS

28 Nov 66
Date

CONFIDENTIAL
(When Filled In)

SECRET
(When Filled In)

19 December 1966

MEMORANDUM FOR: Mr. James S. Woods

THROUGH : Head of C³ Career Service

SUBJECT : Notification of Designation as a Participant
in the CIA Retirement and Disability System

1. I have determined that you meet the criteria outlined in HR 20-50 for designation as a participant in the CIA Retirement and Disability System. Your designation as a participant was made effective 18 December 1966.
2. You are hereby notified of your right to appeal this action to the Director of Central Intelligence as specified in HR 20-50. Such appeal must be received in the Office of the Director not later than 30 calendar days from the date of this memorandum.



Emmett D. Echols
Director of Personnel

SECRET

SECRET

(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-8 010032	(Print) Woods	JAMES	S	29-88 45

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - PCS (Basic), 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42
	1	31	24	61	09	24	66	375
							Japan	

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42

SOURCE OF RECORD DOCUMENT

MAIL VOLUNTER	<input type="checkbox"/> DISTRICT
CABLE	<input checked="" type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	5/23 - 9/24/66

REMARKS		
PREPARED BY	<input checked="" type="checkbox"/> REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C S L DIVISION	DATE 10/14/66	SIGNATURE John Phillips
X C S T DIVISION		

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2 Years from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:



James Sauvie Woods
(Employee)
James Sauvie Woods
Date: 25 Nov 66

SECRET

23 MAR 1966

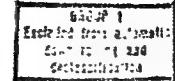
MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT : Notification of Approval of
Quality Step Increase -
James S. Woods

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.


Emmett D. Echols
Director of Personnel

SECRET



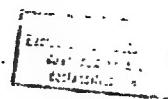
29 MAR 1966

MEMORANDUM FOR: Mr. James S. Woods
SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such a recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Services.
2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Desmond Fitzgerald
Desmond Fitzgerald
Deputy Director for Plans

SECRET



SECRET

21-259

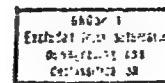
4 MAR 1966

MEMORANDUM FOR: Deputy Director for Plans
ATTENTION: DDP/OP
SUBJECT: Request for Quality Step Increase
for Mr. James S. Woods, GS-09

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Mr. James S. Woods.
2. Mr. Woods entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time Mr. Woods has served as a Records Analyst at Headquarters, [redacted] Manila, and since 1961 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade as a GS-09 since 1958.
3. Mr. Woods' exceptional performance is described by the Tokyo Station as follows:

"A. Mr. Woods is now on his second tour as Chief of the Tokyo Station Registry. This unit is located at [redacted] and handles all correspondence for all Station elements. In view of the fact that the Station is located [redacted] a great deal of responsibility is given to Mr. Woods to ensure that action responsibility on incoming cables is rapidly and properly assigned, dispatches are correctly routed and processed, correspondence from other local military agencies is correctly analyzed and routed, the twice-a-day courier system is functioning effectively, and the Station flexowriter is rapidly churning out priority dispatch traffic.

"B. The Registry is presently composed of six employees in addition to Mr. Woods, who is Chief of this unit. Mr. Woods does an exemplary job in supervising these employees with the result that the Station Registry is a smooth and well-functioning unit.

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SECRET

"C. In addition to his normal duties, Mr. Woods is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.

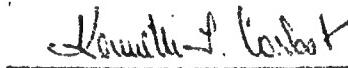
"D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."

4. Mr. Woods has continued to perform in an over-all "Strong" manner as indicated in his recent fitness report. He recently planned and effectively implemented the move of the Cable Secretariat from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, Tokyo, stated, "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of Mr. Woods. He is performing his duties as Chief of the Tokyo Station Registry with efficiency and dispatch. He is a strong supervisor who constantly strives to achieve the maximum economy in the use of his personnel and materials."

5. Consideration has been given to the granting of an Honor and Merit Award to Mr. Woods, but in this particular case it appears that a Quality Step Increase is more appropriate.


William E. Colby
Chief, Far East Division

APPROVAL RECOMMENDED:


Kenneth L. Corlett
Secretary, CS Panel Section C

MAR 11

MAR 11

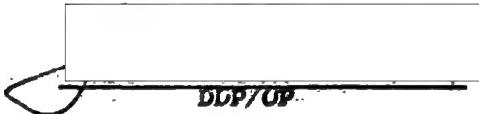
Date

SECRET

~~SECRET~~

SUBJECT: Request for Quality Step Increase
for Mr. James S. Woods, GS-09

CONCUR:



DLOP/OP

15 March 66

Date

APPROVED:

John J. Caldwell
for Director of Personnel

18 Mar 66

Date

~~SECRET~~

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-6 10032	(Print) Woods, James S.			26-20 SG

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	26-29	30-31	32-33	34-35	36-37	38-39	40-42
	1	04	15	61				JAPAN 375

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	26-29	30-31	32-33	34-35	36-37	38-39	40-42

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH		
CABLE	4	DUTY STATUS AND TIME AND ATTENDANCE REPORT	
OTHER (Specify)			

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	30 MAR - 15 APR 1961

REMARKS	

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION FINANCIAL DIVISION SKB	DATE 26 JUNE 1961	SIGNATURE J. M. [Signature]

FORM 1451a EDITION 1
D-50 PREVIOUS EDITIONS ARE OBSOLETE

SECRET

16-10

362 09-18-18

Standard Form No. 2800 CHAPTER 141 P.P.M. G-100-1000		HEALTH BENEFITS REGISTRATION FORM FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959			CARRIER'S CONTROL NO. <i>070300</i>		
(Read back page on back of last page. Use only hyphen or both.)						DATE OF FORM (Year Month Day)	
PART A ALL WHO REGISTER MUST FILE IN THIS PART.		1. NAME (LAST) <i>WOODS</i>	MIDDLE INITIAL <i>J</i>	2. DATE OF BIRTH YEAR MONTH DAY <i>1921 02 23</i>	3. Are you now married? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
		4. YOUR MAILING ADDRESS ADDRESS AND STREET <i>ALCD AP# 925</i>	(CITY AND STATE NUMBER) <i>San Francisco, Calif.</i>			5. SEX MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/>	
		6. Are you covered by, or is any form of, member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States, or District of Columbia, Government employee or consultant)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			7. Place an "X" in greater box to show your annual basic salary range: UNDER \$8,000 <input type="checkbox"/> \$8,000 TO \$9,999 <input checked="" type="checkbox"/> \$10,000 OR OVER <input type="checkbox"/>		
PART B FILL IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.		1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you selected.)					
		NAME OF PLAN <i>Association Benefits Plan - Family</i>		OPTIONAL SALARY CLASSIFICATION <i>High</i>	ENROLLMENT CODE NUMBER <i>4 2 2</i>		
		2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)					
		NAMES OF FAMILY MEMBERS <i>Wife or Husband: Louise A.</i>		DATE OF BIRTH (Month, Day, Year) <i>8 May 37</i>	NAMES OF FAMILY MEMBERS		DATE OF BIRTH (Month, Day, Year)
				<input checked="" type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>
				<input type="checkbox"/>			<input type="checkbox"/>
		3. If you are a female (employee or consultant)—does the family listed above include a barbado who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.)					
		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>					
PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.		PLACE AN "X" IN ITEM 1 OR ITEM 2, WHEREVER APPLIES AND ANSWER ITEM 3.					
		1. I elect not to enroll in any plan under the Health Benefits Act.			3. The reason for my election is (Place an "X" in greater box). (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or spouse. <input type="checkbox"/> (b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> (c) Any other reason. <input type="checkbox"/>		
		2. I elect to cancel my present enrollment under the Health Benefits Act.					
PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.		I elect to change my enrollment as directed by the enrollment number and other information in Item 2.					
		1. Enrollment code number of present plan. <i>4 2 5</i>		2. Number of event which permits change. (See table on back of application for further instructions.)	3. Date of event which permits change. <i>March 23 1964</i>		
PART E ALL WHO REGISTER MUST FILE IN THIS PART.		4. SIGNATURE—DO NOT PRINT <i>L. J. Woods 27 Feb 64</i>			WARNING—Any intentional false statement in this application or wilful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years or both. (10 U.S.C. 1001.)		
PART F TO BE COMPLETED BY AGENCY.		5. NAME AND ADDRESS OF AUTHORIZED AGENT OFFICER <i>Health Benefits Officer (L. J. Woods)</i>			6. DATE RECEIVED BY EXCHANGES OFFICE <i>3-16-64</i>	7. EFFECTIVE DATE OF ELECTION <i>3-15-64</i>	
REMARKS FOR USE ONLY BY AUDITORS AND AGENCY.		8. NAME OF AUTHORIZED AGENT OFFICER <i>L. J. Woods</i>			9. PAYROLL OFFICE NO. <i>5010</i>		10. PAYROLL ACTION (INITIALS AND DATE) <i>5010 1-14</i>

SECRET
(When Filled In)

CS
VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST (Print)	FIRST	MIDDLE	
1-8 100321	Woods	Jones	S.	57

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (ONE ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	2020 27	28-29	30-31	32-33 34-35	35-36	36-37	38-39	40-42
				03	19	59	Philippines	575

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	2020 27	28-29	30-31	32-33 34-35	35-36	36-37	38-39	40-42

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
-----------------------------	----------------------

REMARKS		
---------	--	--

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION L FINANCIAL DIVISION	2020 SECRET	SECRET

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of Twenty-four months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

James S. Woods
Employee
James S. Woods

Date: 21 Feb. 1961

Standard Form No. 2809 CHAPTER 1-SUPPLEMENTAL 6-6-61 (1-60)		1. HEALTH BENEFITS REGISTRATION FORM <i>8367</i>			CARRIER'S CONTROL NO. <i>000000</i>		
		(Read instructions on back of last page. The only signature or initial, not print.)					
PART A ALL WHO REGISTER MUST FILE IN THIS PART.	1. NAME (LAST) <i>Wendy T. Miller</i>	2. FIRST <i>S</i>	3. MIDDLE INITIALS <i>S</i>	4. DATE OF BIRTH (MM - DD - YYYY) MONTH <i>2</i> DAY <i>28</i> YEAR <i>1960</i>	5. Are you now married? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
	4. YOUR MAILING ADDRESS (NUMBER AND STREET) <i>440 N. 1st Street</i>		5. CITY AND ZONE NUMBER <i>V4</i>		6. STATE <i>VA</i>	7. SSI MALE <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/>	
8. Are you covered by, or is any family member listed below covered by, or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		9. Place an "X" in proper box to show your annual basic salary range: UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$8,999 <input checked="" type="checkbox"/> \$8,000 TO \$13,999 <input type="checkbox"/> \$13,999 OR OVER <input type="checkbox"/>					
PART B FILE IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.		1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)					
		NAME OF PLAN <i>Health Benefits Plan</i>	OPTION (HIGH OR LOW) <i>4</i>	ENROLLMENT CODE NUMBER <i>12</i>			
		2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)					
If enrollment is for self only, answer Item 1. If enrollment is for self and family, also answer Items 2 and 3 if applicable.		NAMES OF FAMILY MEMBERS (Month, Day, Year) Wife or Husband <i>1</i>	DATES OF BIRTH (Month, Day, Year) <i>12-28-1960</i>	NAMES OF FAMILY MEMBERS <i>2</i>	DATES OF BIRTH (Month, Day, Year) <i>6-15-1960</i>	<i>3</i>	
		<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	
		<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	
THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.		3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.)					YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
PART C FILE IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CHANGE YOUR ENROLLMENT.		PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3					
		1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>	3. The reason for my election is (Place an "X" in proper box): (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. (b) I am covered by a health insurance plan which is not under the Health Benefits Act. (c) Any other reason. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
		2. I elect to cancel my present enrollment under the Health Benefits Act. <input type="checkbox"/>					
PART D FILE IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.		I elect to change my enrollment as shown by the enrollment number and other information in Part B.					
		1. Enrollment code number of present plan. <i>421</i>	2. Number of event which permits change. (See table on back of envelope for proper number.) <i>2</i>	3. Date of event which permits change (Month, Day, Year) <i>DEC 6 1960</i>			
		<i>4</i> <i>2</i> <i>1</i>	<i>2</i>	MONTH <i>DEC</i>	DAY <i>6</i>	YEAR <i>1960</i>	
PART E FILE WHO REGISTER MUST FILE IN THIS PART.		WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1031.)					
		1. NAME AND ADDRESS OF EMPLOYING OFFICE <i>J. L. Rickey Jr., Health Benefits Officer</i>					
		2. DATE RECEIVED FROM EMPLOYING OFFICE <i>8/11/60</i>					3. EFFECTIVE DATE OF ENROLMENT <i>10/1/60</i>
		4. PAYROLL OFFICE NO. <i>100</i>					5. PAYROLL ACTION INDIVISUALS AND DATES
REMARKS 1-9 USE ONLY 10-20 SAME AS 11-14 SAME AS							<i>1100302</i>

Standard Form No. 2300 CHAPTER I-F H.P.M. 6 (GAL 1964)		H-1TH BENEFITS REGISTRATION FORM FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959 (Read instructions on back of last page. Use only blue or black ink.)						336n2	19578
PART A ALL WHO REGISTER MUST FILE IN THIS PART.	1. NAME AND (FIRST) (MIDDLE INITIALS)	2. DATE OF BIRTH (Year, Month, Day and Year)	CARRIER'S CONTRACT NO.						
	WOODS JAMES S	2 20 28	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	1953 <input type="checkbox"/>	1954 <input checked="" type="checkbox"/>			
PART B FILL IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.	4. YOUR MAILING ADDRESS (NUMBER AND STREET)	(CITY AND STATE NUMBER)		5. SEX MALE <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/>					
	FOREST RIVER	NORTH DAKOTA							
6. Are you covered by, or is any family member listed below covered by, an enrollment in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)?		7. Place an "X" in proper box to show your annual income range.		UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$9,999 <input checked="" type="checkbox"/> \$10,000 OR OVER <input type="checkbox"/>					
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>									
1. I elect to enroll in a health benefit plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you selected.)									
NAME OF PLAN ASSOCIATION BENEFIT PLAN		OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER						
		HIGH	1	2	1				
2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)									
NAME OF FAMILY MEMBERS Wife or Husband		DATE OF BIRTH (Month, Day, Year)	NAME OF FAMILY MEMBERS		DATE OF BIRTH (Month, Day, Year)				
		1			2				
		3			4				
		5			6				
		7			8				
		9			10				
3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.)									
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>									
4. PLACE AN "X" ON ITEM 1, OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3									
1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>		3. The reason for my election is (Place an "X" in proper box):							
		(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/> (b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> (c) Any other reason. <input type="checkbox"/>							
2. I elect to cancel my present enrollment under the Health Benefits Act. <input type="checkbox"/>									
5. Elect to change my enrollment as shown by the enrollment number and other information in Part B									
1. Enrollment code number of present plan.		2. Month of event which permits change. (See table on back of brochure for proper months.)		3. Date of event which permits change					
				MONTH	DAY	YEAR			
6. WARNING.—Any intentional false statement in this application or wilful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 3 years, or both. (18 U.S.C. 1001)									
7. NAME AND ADDRESS OF EMPLOYING OFFICE		8. DATE RECEIVED IN EMPLOYING OFFICE		9. EFFECTIVE DATE OF ELECTION					
		6/30/60		1/10/60					
10. APPROVAL SIGNATURE AND AUTHORITY TO BE COMPLETED BY AGENCY		11. APPROVAL SIGNATURE (INITIALS AND DATES)							
REMARKS									
FE									

Duplicate--To Employing Office

10564

CONFIDENTIAL
(When Filled In)TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

James S. Woods
(Employee)
James S. Woods
23 Aug 57

CONTINUATION

29 November 1956

James S. Woods

[redacted] Station wishes to express its appreciation to [redacted] for his most diligent performance of duty during his recent TDY hero, his highly cooperative attitude and above all, his extreme eagerness to get a job done well and expeditiously.

It was largely with his help that [redacted] Station was able to screen and process the voluminous material which needed to be handled in order to establish a coordinated and integrated record and file maintenance system.

All [redacted] Station personnel connected with the work of the TDY Team members were impressed and gratified by the eagerness with which they assisted with details and helped with problems that were outside the responsibilities of their assigned task. Their pleasant manner, apt suggestions, their excellent cooperation and untiring efforts to complete more than the initially estimated workload, all created a most favorable impression which reflects much credit not only on the team members themselves but on the Records Integration Branch as well.



CONTINUATION

144 Buell Hall
Visa Branch

10-3

CONFIDENTIAL
(When Filled In)

6 August 1962

1. NAME (Last) Woods	(First) James	(Middle) S.	2. THIS DATE 6 August 1962
3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME			
<input checked="" type="checkbox"/> U.S. AIR FORCE EMPLOYEES PROTECTIVE ASSOCIATION (SAEPA)		<input checked="" type="checkbox"/> CASH DISBURSEMENT	
<input checked="" type="checkbox"/> GROUP HOSPITALIZATION INCORPORATED (GHI)		<input checked="" type="checkbox"/> INCOME REPLACEMENT	
<input checked="" type="checkbox"/> MUTUAL BENEFIT OF OAHAN + HOSPITALIZATION		<input checked="" type="checkbox"/> TRIP FEES	
<input checked="" type="checkbox"/> UNITED LIFE INSURANCE (UBLIC)		<small>CASH PAYMENT OF PREMIUMS AT THE TIME EMPLOYEE APPLIES FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.</small>	
<input checked="" type="checkbox"/> AIR TRIP INSURANCE			
4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance)			
WDC - Tokyo - WASH - TDY			
5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW:			
TYPE OF POLICY	DESIRED	HAD HAVE	POLICY NUMBER
AIR TRIP FIGHT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017
6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS			
7. EMPLOYEE INTERVIEWED BY	CPB (Signature) W. Patterson	TICK (Signature)	
8. REMARKS			
<small>When completed, the original of this form should be forwarded to TARR for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.</small>			
INSURANCE QUESTIONNAIRE			

CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.
WASHINGTON 25, D. C.

Date 23 July 1954

Dear James S. Woods

1. This is to notify you that the United States Government, as represented by the Central Intelligence Agency, has accepted your employment effective 25 April 1954.

Position: I.O.

Base Salary: GS-5 \$3535.00

2. You will be:

- a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.
 - b. Reimbursed for travel expenses in accordance with CIA Regulations or Standardized Government Travel Regulations, as amended.
 - c. If stationed outside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.

3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, unless otherwise specified in advance by CIA, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless sooner transferred, reassigned or separated for reasons beyond your control. If you wish to return to the United States for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.

4. If this employment is for assignment to an overseas post, it is understood and agreed that, unless earlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first overseas post, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event

either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

Official authorized to sign letters of appointment.

I accept the above agreement as a condition of my employment by CIA.

James S. Staade 23 July 54
Employee Date

2208 14-106-08
PE-1 WNG E 15° 7.60m.
Mar 54

INSURANCE QUESTIONNAIRE					
1. NAME (Last)	(First)	(Middle)	2. THIS DATE		
Woods	James	S	10 June 54		
3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME:					
<input checked="" type="checkbox"/> WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (WAEPAP) <input checked="" type="checkbox"/> MUTUAL SECURITY OF UNIONS <input checked="" type="checkbox"/> N.I.C. GROUP HOSPITALIZATION INCORPORATED <input type="checkbox"/> AIR TRIP INSURANCE					
4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance): Lvg Wash. 2 July 54 To Minneapolis, Seattle, & Tokyo					
5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE FOLLOWING INSURANCE PROGRAMS:					
TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
WAEPAP	<input checked="" type="checkbox"/>		#2574 P/R - 88.33-91M/54	\$27.65	
AIRTRIP	<input checked="" type="checkbox"/>		28.354		\$14.00
James S. Woods SIGNATURE					
6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS:					
SIGNATURE					
7. EMPLOYEE INTERVIEWED BY					
CPB:	<u>E. J. Oster</u>		<u>James S. Woods</u>		
8. REMARKS:					
When completed, the original of this form should be forwarded to TABD for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.					

STANDARD FORM 61 (REVISED AUGUST 1947)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

C.I.A.

(Department or agency)

Washington, D.C.

(Bureau or division)

(Place of employment)

I, James S. Woods

do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

April 21, 1952
(Date of entrance on duty)

James S. Woods
(Signature of appointee)

Subscribed and sworn before me this 21st day of April, A. D. 1952,

at Washington
(City)

D.C.

[SEAL]

(Signature of officer)

F U.S.C. 16.016A
(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

16-08160-3

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and state)

3505 Miami Ave. S.E. Washington 19, D.C.

2. (a) DATE OF BIRTH

Feb. 20, 1928

(b) PLACE OF BIRTH (city or town and State or country)

Forest River, N. Dak.

3. (a) IN CASE OF EMERGENCY PLEASE NOTIFY

Mr. Rose a Stakeholder

(b) RELATIONSHIP

Father

(c) STREET AND NUMBER, CITY AND STATE

Forest River, N. Dak.

(d) TELEPHONE NO.

-

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 MONTHS? YES NO

If no, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)	SINGL- E (Check one)
<u>Miss Marilyn Steele</u>	<u>3143 W 18th St</u>	<u>clerk</u>			
		<u>temporary</u>			
		<u>Y. R.</u>	<u>sister</u>	<input checked="" type="checkbox"/>	

INDICATE "YES" OR "NO" ANSWER BY PLACING "X"
IN PROPER COLUMN

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?

YES

NO

ITEM
NO.

6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR
MUNICIPALITY?

X

If your answer is "Yes", give details in Item 10.

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SECURITY INFORMATION
PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) Woods	(first) JAMES	(middle) SAUVIE	3. Office R1/F1
4. Date of Birth: Feb. 20, 1928	5. Sex: <input checked="" type="checkbox"/> female (1) <input type="checkbox"/> female (2)	Marital Status: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced Nr. Dependents: _____	6. Employment Date: April 1952	
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) Birth (2) Marriage (3) Naturalization (4) Other (specify) _____	Year U.S. citizenship acquired, if not by birth: _____		

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | | |
|--|----------------------------------|--|-------------------|
| 1. Less than high school | <input checked="" type="radio"/> | Two years college, or less | 8. Masters degree |
| 2. High school graduate | <input type="radio"/> | Over two years, no degree | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | <input type="radio"/> | Bachelor's degree | |
| | <input type="radio"/> | Post-graduate study
(minimum 8 sem. hrs.) | |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd	Yrs Compl	Degree Recd.	Sem		
			From	To	Day Night	Title	Date	Hrs
Akens Business School - Grand Rapids	Business Admin.	Law	Oct. 48	Feb. 50		Junior account		
						Diploma		
W. Bates								
Strayer's College	Business Admin.	Law	May					
Washington D. C.								

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>April 5</u>	To <u>Nov 5</u>	Tot. mos. <u>7</u>	Description of Duties: <u>Supervise the changing of the folders from portfolio to single documentary auto-start documents for P-1 do organization and other general office duties.</u>
Grade <u>GS-4</u>	Salary <u>3175</u>		Duty Station, if overseas:
Office <u>R1/F1</u>	Position <u></u>	Title <u>CHERK</u>	
Duty <u>Title: General Office Work</u>			
From <u></u>	To <u></u>	Tot. mos. <u></u>	Description of Duties: <u></u>
Grade <u></u>	Salary <u></u>		
Office <u></u>	Position <u></u>	Title <u></u>	
Duty <u>Title: </u>			Duty Station, if overseas: <u></u>
From <u></u>	To <u></u>	Tot. mos. <u></u>	Description of Duties: <u></u>
Grade <u></u>	Salary <u></u>		
Office <u></u>	Position <u></u>	Title <u></u>	
Duty <u>Title: </u>			Duty Station, if overseas: <u></u>
From <u></u>	To <u></u>	Tot. mos. <u></u>	Description of Duties: <u></u>
Grade <u></u>	Salary <u></u>		
Office <u></u>	Position <u></u>	Title <u></u>	
Duty <u>Title: </u>			Duty Station, if overseas: <u></u>
From <u></u>	To <u></u>	Tot. mos. <u></u>	Description of Duties: <u></u>
Grade <u></u>	Salary <u></u>		
Office <u></u>	Position <u></u>	Title <u></u>	
Duty <u>Title: </u>			Duty Station, if overseas: <u></u>

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From <u>Jan 22</u> To <u>July 22</u> Tot. mo's <u>4</u> Classification Grade(if in Federal Service) <u>GS - 3</u> Salary <u>2920</u> Number and Class of Employees Supervised:	Exact Title of your position <u>Accounting Clerk</u> Description of Duties: <u>Working with Medicare Claims</u>
Employer <u>Treasury Dept.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Div. of Investments</u>	Duty Station if overseas:
From <u>May 50</u> To <u>June 50</u> Tot. mo's <u>1</u> Classification Grade(if in Federal Service) <u>GS - 2</u> Salary <u>2750</u> Number and Class of Employees Supervised:	Exact Title of your position <u>Accounting Clerk</u> Description of Duties: <u>verified checks for corrections, addressed and money.</u>
Employer <u>Treasury Dept.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Div. of Investments</u>	Other (3 months of this period spent in the Army)
From _____ To _____ Tot. mo's _____ Classification Grade(if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised:	Duty Station if overseas: Exact Title of your position _____ Description of Duties: _____
Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position _____ Description of Duties: _____
From _____ To _____ Tot. mo's _____ Classification Grade(if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised:	Duty Station if overseas: Exact Title of your position _____ Description of Duties: _____
Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas:

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | | | |
|----|------------------------------|----|------------------------------|
| 01 | U. S. Secret Service | 24 | Air Force A-2 |
| 02 | Civil Police | 25 | Foreign Economic Admin. |
| 03 | Military Police | 26 | Counter Intelligence Corps |
| 04 | U. S. Border Patrol | 27 | Immigration & Naturalization |
| 05 | U. S. Narcotics Squad | 28 | Strategic Services Unit |
| 06 | FBI | 29 | Foreign Service, State Dept. |
| 07 | Criminal Investigation Div. | 30 | Central Intelligence Group |
| 21 | Office of Naval Intelligence | 31 | Armed Forces Security Agency |
| 22 | Office of War Information | 32 | Coordinator of Information |
| 23 | Army G-2 | 33 | Office of Facts & Figures |
| 20 | Office of Strategic Services | 34 | Board of Economic Warfare |
| | | 35 | Federal Communications Comm. |

SEG. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein

***Specialized Language Competence:** Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
Taiwan	Jan 47 - March 48	X (Army)		
Korea	Dec 50 - Jan 51	X (Army)		

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Often
Typing	1. 57%	2.	35	1. Yes 2. No
Shorthand	1.	2. ✓	—	1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction; professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

SEC. X. TESTS (Within present organization)

Describe below the type of tests which you have taken.

Type of Test	Date Taken

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

None

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour (2) 4 year Tour (3) Not interested

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment do you think you are best qualified?

Area in which I may be able to use my accounting experience, such as insurance, finance work or administrative work.

SEC. XIV. MILITARY STATUS

1. Present Draft Status
Have you registered under the Selective Service Act of 1948? Yes No.
If yes, indicate your present draft classification. 4A

- 2. Present Reserve or National Guard Status**

Do you now have Reserve or National Guard Status Yes No.
If yes, complete the following.

- National Guard
 - Air National Guard
 - Active Reserve Status (m)
 - Inactive Reserve Status

Service ARMY Grade P.F.C Serial Number ER17214704

Reserve Unit with which currently affiliated

Service Mobilization Assignment, if any

Location of Service Records, if known Washington 25, D.C.

SEC. XV. TRAINING

List the training courses or subjects you have taken in this organization.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

DATE Nov. 13, 1952

SIGNATURE James S. Johnson

WEAR A-1-A

REPORT OF QUALIFICATIONS																
NOTE: THIS REPORT MUST NOT BE DISCUSSED WITH APPLICANT OR EMPLOYEE. NAME OF EMPLOYEE (OR APPLICANT) WOODS, James S.																
TEST RECORD					THIS DATE 20 December 1951											
NOTE: PRINTED BLACK LINE REPRESENTS MEAN PERCENTILE RANKINGS OF GS-4'S. COLORED LINE REPRESENTS PERCENTILE RANKINGS FOR THIS PARTICULAR SUBJECT.					PROFILE 											
					TYPING		SHORTHAND									
					GROSS NET ERRORS		1	2	3	TOT. TIME	VERB. REAS.					
					28		18			10						
					EVALUATION OF EDUCATION AND EXPERIENCE											
					TYPE OF POSITION		OUTSTANDING		SUPERIOR		ADEQUATE		WEAK		INADEQUATE	
					EDUCATION		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
DIRECT EXPERIENCE		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
INDIRECT EXPERIENCE		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
EDUCATION		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
DIRECT EXPERIENCE		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
INDIRECT EXPERIENCE		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
EDUCATION		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
DIRECT EXPERIENCE		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
INDIRECT EXPERIENCE		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
QUALIFICATIONS TECHNICIAN																

*SECRET (When Filled In)	
REQUEST FOR MEDICAL EVALUATION	
1. DATE OF REQUEST 25 August 1976	
2. NAME (Last, First, Middle) Weedin, James S.	
3. POSITION TITLE Records Admin Officer	
4. GRADE GS-12	
5. OFFICE, DIVISION, BRANCH 100ACCS/ARO	
6. EMPLOYEE'S EXT. 6352	
7. PURPOSE OF EVALUATION	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> HQQS/TDY <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> OVERSEAS ASSIGNMENT <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input checked="" type="checkbox"/> ANNUAL <i>Ref</i> <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> RETURN FROM OVERSEAS <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT 8. OVERSEAS PLANNING EVALUATION: (One block must be checked)	
D. REQUESTING OFFICER SIGNATURE: <i>Donald E. McMillin</i> ROOM NO. & BUILDING: W-11, WGS EXT: 6352	
10. COMMENTS	
11. REPORT OF EVALUATION Annual Exam Completed.	
DATE 4 October 1976	SIGNATURE FOR CHIEF OF MEDICAL STAFF S.
FORM 259 USE PREVIOUS EDITIONS 8-73	

SECRET

G-2 IMPDET CL BY 007622 7267

SECRET

1. NAME (Last, First, Middle)		2. DATE OF BIRTH	3. GRADE
WOODS, James S.		20 February 1928	GS-10
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) DDP/EUR		5. PRESENT POSITION Records Admin Officer e/07152	
7. PROPOSED STATION Rome, Italy		6. PROPOSED POSITION (Title, Number, Grade) Records Admin Officer 0699 (09)	
9. TYPE OF COVER AT NEW STATION. SSN 502-16-6806		10. ESTIMATED DATE OF DEPARTURE 31 May 1971	11. NO. OF DEPENDENTS TO ACCOMPANY -2-
12. COMMENTS Please evaluate for proposed assignment. No language is required for this position Form 58 attached			
13. DATE OF REQUEST 8 March 1971		14. OFFICIAL Pers	15. ROOM NUMBER AND BUILDING 4B0002 Hq.
16. OFFICE OF MEDICAL SERVICES DISPOSITION			
17. OFFICE OF SECURITY DISPOSITION			
18. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION QUALIFIED FOR PCS OVERSEAS EVALUATION APR 1971 HQA 1 2 SEP 1971			
REQUEST FOR PCS OVERSEAS EVALUATION			

SECRET

(Form filled in)

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS

Note that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444f, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-12 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

BIOGRAPHIC AND POSITION DATA						
EMP. SER. NO.	NAME (Last-First-Middle)				DATE OF BIRTH	SS
610032	WOODS JAMES SAUVIE				20 FEB 28	
EDUCATION						
LAST HIGH SCHOOL ATTENDED		ADDRESS (City, State, Country)		YEARS ATTENDED (From-To)	GRADUATE	
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT					
	MAJOR	MINOR	YEARS ATTENDED FROM - TO -	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/OTR. HRS. (Specify)
UNIVERSITY OF MARYLAND			1964-1970			248 SCM 140's
1. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.						
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
2.						
SECTION III MARITAL STATUS						
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:						
2. NAME OF SPOUSE (Last) (First) (Middle) (Balden)						
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)				
5. OCCUPATION		6. PRESENT EMPLOYER				
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)			9. DATE U.S. CITIZENSHIP ACQUIRED	
SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE						
NAME		RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS	
1. <input checked="" type="checkbox"/> ADD <input type="checkbox"/> DELETE	Daughter	BETHESDA, MD.	AMERICAN	RECKVILLE, MD 432 COLLEGE PKWY		
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE						

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL								
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL MAR 71 - MAY 21 1971	DATE & PLACE OF STUDY MAIL ROOM	KNOWLEDGE ACQUIRED BY--CHECK (4)				
				REFERENCE	TRAVEL	STUDY	WORK ASSIGNMENT	
1.								
2.								
SECTION VI TYPING AND STENOGRAPHIC SKILLS								
1. TYPING (PPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM						
		<input type="checkbox"/> OREGO	<input type="checkbox"/> SPEEDWRITING	<input type="checkbox"/> STENOTYPE	<input type="checkbox"/> OTHER SPECIFY			
SECTION VII SPECIAL QUALIFICATIONS								
PROVIDE INFORMATION ON Hobbies, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.								
SECTION VIII MILITARY SERVICE								
CURRENT DRAFT STATUS								
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?	2. NEW CLASSIFICATION							
<input type="checkbox"/> YES	<input type="checkbox"/> NO							
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON							
MILITARY RESERVE, NATIONAL GUARD STATUS								
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG	<input type="checkbox"/> ARMY	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> NATIONAL GUARD				
	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> AIR NATIONAL GUARD					
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK	3. EXPIRATION DATE OF CURRENT OBLIGATION						
4. CHECK CURRENT RESERVE CATEGORY	<input type="checkbox"/> READY RESERVE	<input type="checkbox"/> STANDBY (active)	<input type="checkbox"/> STANDBY (inactive)	<input type="checkbox"/> RETIRED	<input type="checkbox"/> DISCHARGED			
5. MILITARY MOBILIZATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED							
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)								
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION			DATE COMPLETED	RESIDENT AGENCY SPONSORED			
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS								
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)				DATE OF MEMBERSHIP FROM _____ TO _____			
1.								
2.								
3.								
SECTION X REMARKS								
DATE	SIGNATURE OF EMPLOYEE <i>X James Savine Woods</i>							

SECRET

SECRET

(When Filled In)

OFFICIAL USE ONLY
Handwritten in

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I		BIOGRAPHIC AND POSITION DATA			
1. EMP. SEC. NO.	2. NAME (Last First Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULED GRADE, SIC, ETC.	
020032	WOODS JAMES S	M	02/20/28	GS - 09-07	
6. SD	7. POSITION TITLE	8. OFFICE OR ASSIGNMENT	9. LOCATION (Country, City)		
D	RECORDS ADMIN OF	PE	SAIGON, SOUTH VIET NAM		
SECTION II		AGENCY OVERSEAS SERVICE			
AREA	TYPE TOUR	FROM	TO		
UJARAN	PCS 56	94/08/01	86/07/81		
UJARAN	TDY 96	96/08/01	96/11/01		
MEXICO	TDY 96	97/02/01	97/09/01		
PHILIPPINE ISLANDS	PCS 96	97/09/01	99/03/99		
UJARAN	PCS 95	81/04/24	86/09/34		
VIE TNAM	PCS 6	67/01/84	68/10/3		

OVERSEAS DATA

CODE: 16 OCT 1968
DATE: INITIALS:

SECTION III		EDUCATION		
DEGREE	MAJOR FIELD	COLLEGE	YEAR	
	NO COLLEGE DEGREE ON RECORD			

SECRET

When Filled In

SECTION III		EDUCATION (Cont'd)				
		HIGH SCHOOL				
LAST HIGH SCHOOL ATTENDED	ADDRESS City State Country	YEARS ATTENDED From To			GRADUATE	
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM - TO -	DEGREE RECEIVED	YEAR RECEIVED	NO SEM / QTR MRS (Semester)
	MAJOR	MINOR				
U. OF MD. Tachikawa, Japan	ENG I		1966			3
U. OF MD. Tachikawa, Japan	RM 10		1966			3
U. OF MD. SAIGON	HIS 127		1967			3
U. OF MD. SAIGON	FCN 31		1967			3
U. OF MD. SAIGON	PSY 1		1967			3
5. If GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.						
63. College GAT						
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS						
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS	
1.						
2.						
3.						
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE						
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS	
1.						
2.						
3.						
4.						
5.						
AGENCY SPONSORED EDUCATION						
Specify which, if any, of the education shown in Section III was Agency sponsored						
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS	
1.						
2.						
3.						
4.						
5.						

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SECTION VII				AGENCY EMPLOYMENT HISTORY	
1. INCLUSIVE DATES (From To - by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE-OFFICE OR DIVISION, BRANCH			
APR 67 - OCT 68	S. + 1968 FIT INDIA				
4. TITLE OF JOB		5. GRADES HELD IN JOB			
6. DESCRIPTION OF DUTIES					
1. INCLUSIVE DATES (From To - by month & year)		2. LOCATION (Country, City)	3. DIRECTORATE-OFFICE OR DIVISION, BRANCH		
APR 61 - SEPT 66		TOKYO, JAPAN	FE		
4. TITLE OF JOB	5. GRADES HELD IN JOB				
CHIEF OF REGISTRY	GS 9				
6. DESCRIPTION OF DUTIES					
SUPERVISED 7. EMPLOYEES IN REGISTRY WORK.					
1. INCLUSIVE DATES (From To - by month & year)		2. LOCATION (Country, City)	3. DIRECTORATE-OFFICE OR DIVISION, BRANCH		
FEB 59 - MAR 61		WASH. D.C.	FE		
4. TITLE OF JOB	5. GRADES HELD IN JOB				
RECORDS ADMIN. OFFICER	GS - 9				
6. DESCRIPTION OF DUTIES					
ASSIST THE FE RMO IN THE MANAGEMENT OF FE RECORDS. INCLUDED CLOSE LIAISON WITH RID. ALSO INVOLVED 4 MONTHS OF HALF-DAY WORK WITH DDP/MACHINE RECORD GROUP IN SETTING UP THE PREMIERE CARD SYSTEM.					

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SECTION VIII AGENCY EMPLOYMENT HISTORY (Cont'd)			
1. INCLUSIVE DATES (From-To, by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH	
AUG 57 - FEB 59	MANILA, P.I.	FE	
4. TITLE OF JOB	CHIEF OF RECORDS MANAGEMENT TEAM		
5. DESCRIPTION OF DUTIES	CHIEF OF A TEAM OF THREE INDIVIDUALS ONE ONE STATIONED PCS MANILA BUT TRAVELED THROUGHOUT THE FE (INCLUDING AUSTRALIA) TO SET UP RECORD SYSTEMS, INCLUDING REGISTRY, ACCORDING TO HEADQUARTERS REGULATION. THIS WAS TO ENSURE THAT FIELD SYSTEMS WOULD BE IN LINE WITH HQS PROCEDURES.		
6. INCLUSIVE DATES (From-To, by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH	
FEB 57 - July 57	MEXICO CITY, MEXICO	WH	
4. TITLE OF JOB	TEAM MEMBER OF RECORDS MANAGEMENT TEAM		
5. DESCRIPTION OF DUTIES	MEMBER OF A TEAM OF 4 SENT TO MEXICO TO ESTABLISH AND STREAMLINE A SYSTEM OF RECORDS. THIS INVOLVED SETTING UP A ZO1 SYSTEM, BETTER NAME TRACE SYSTEM, CHARGECARD SYSTEM FOR FILES AND THE MICROFILMING OF FBI RECORDS. MY MAIN SPECIALTY WAS ZO1'S.		
7. INCLUSIVE DATES (From-To, by month & year)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH		
AUG 54 - NOV 56	FE		
4. TITLE OF JOB	ADMIN ASSISTANT		
5. DESCRIPTION OF DUTIES	NAME TRACES AND OTHER REGULAR REGISTRY DUTIES.		

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-6-

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Wagon Field Inn

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(When filled in)

APR

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT		THIS DATE
Return to QAD 1604 Curve		
<small>This form provides the means whereby your official personnel record will be kept current. Even though no duplicate information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XII only if there has been a change since you entered or duty with the organization or if you believe the item may be more completely covered than you have previously reported.</small>		
SECTION I		
1. FULL NAME (Last-First-Middle) WOODS JAMES SHUVIE 2. CURRENT ADDRESS (No., Street, City, Zone, State) 2224 F. ST. N.W. WASH. D.C. 3. PERMANENT ADDRESS (No., Street, City, Zone, State) FOREST RIVER, NORTH DAKOTA		
4. HOME TELEPHONE NUMBER 4791		5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE U.S.A.
SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		
1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S. MR. ROSS A WOODS		2. RELATIONSHIP FATHER
3. HOME ADDRESS (No., Street, City, Zone, State, Country) FOREST RIVER, NORTH DAKOTA		
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE FOREST RIVER, NORTH DAKOTA		5. BUSINESS TELEPHONE NUMBER NA
6. HOME TELEPHONE NUMBER 4791		7. BUSINESS TELEPHONE EXTENSION NA
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE. NA		
SECTION III MARITAL STATUS		
1. CHECK (X) ONE: <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED		
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS 32 SEP		
<small>HIPS ON HUSBAND: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving date, reason for all previous marriages. If marriage is contemplated, provide some date for fiance.</small>		
3. NAME (First) (Middle) (Last)		
4. DATE OF MARRIAGE 5. PLACE OF MARRIAGE (City, State, Country)		
6. HIS (or HER) ADDRESS BEFORE MARRIAGE (No., Street, City, State, Country)		
7. LIVING 8. DATE OF DEATH 9. CAUSE OF DEATH NA		
10. CURRENT ADDRESS (Former home address, if deceased)		
11. DATE OF BIRTH 12. PLACE OF BIRTH (City, State, Country)		
13. IF GUARDED IN U.S. STATE OF ENTRY 14. PLACE OF ENTRY		
15. CITIZENSHIP (Country)		
16. DATE ACQUIRED 17. WHERE ACQUIRED (City, State, Country)		
18. OCCUPATION		
19. PRESENT EMPLOYER (Also give former job, if any, or if spouse is unemployed, last two employers)		
20. EMPLOYER'S OR OWN HOME ADDRESS (No., Street, City, State, Country)		
SECTION III CONTINUED TO PAGE 2		

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE (From and To) BY MONTH AND YEAR	
22. BRANCH OF SERVICE	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
8. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle) NA	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

6. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

NA

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES NO
2. IF YOUR ANSWER IS "NO" TO THE ABOVE, STATE SOURCES OF OTHER INCOME

NA

3. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
UNION TRUST CO.	WASHINGTON, D.C.

SECTION V CONTINUED TO PAGE 3

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(When Filled In)

SECTION V CONTINUED FROM PAGE 2

4. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? YES NO
 5. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE PARTICULARS, INCLUDING COURT AND DATES(S)
 NA

6. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? YES NO

7. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE COMPLETE DETAILS
 NA

8. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? YES NO
 ANSWERED "YES", GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

SECTION VI CITIZENSHIP.

1. PRESENT CITIZENSHIP (COUNTRY) U.S.A.
 2. CITIZENSHIP ACQUIRED BY: CHECK ONE:
 BIRTH MARRIAGE OTHER (Specify):
 3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? YES NO
 4. GIVE PARTICULARS
 NA

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.)
 NA

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

LESS THAN HIGH SCHOOL GRADUATE	OVER TWO YEARS OF COLLEGE - NO DEGREE
HIGH SCHOOL GRADUATE	BACHELOR'S DEGREE
X TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	GRADUATE STUDY LEADING TO HIGHER DEGREE
TOO YEARS COLLEGE OR LESS	MASTER'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/OTR. HOURS SPECIFY
	MAJOR	MINOR	FROM	TO			
KLAADAN	NA						

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL MONTHS
		FROM	TO	
HADLICKS PRIVATE BUSINESS SCHOOL GRAND FORKS, N.D. ^{Time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.}	ACCOUNTING	NOV-48	APR-49	9 Month
		OCT-49	FEB-50	

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL MONTHS
		FROM	TO	
NA				

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

NA

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(When Filled In)

SECTION VIII FOREIGN LANGUAGE ABILITIES									
LANGUAGE	COMPETENCE IN ORDER LISTED					HOW ACQUIRED			
	EQUIVALENT TO NATIVE FLUENCY	FLUENT BUT CONTINUOUSLY FOREIGN	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED KNOWLEDGE	NATIVE TO COUNTRY	PROLONGED RESIDENCE	CONTACT (WITH PARENTS Etc.)	ACADEMIC STUDY (ALL LEVELS)
4 - READ 5 - WRITE 6 - SPEAK									
B - IF YOU HAVE CHECKED "ACADEMIC STUDY", INDICATE LENGTH AND INTENSIVENESS OF STUDY									
3. DESCRIBE YOUR ABILITY TO DO SPECIALIZED LANGUAGE WORK INVOLVING VOCABULARIES AND TERMINOLOGY ON THE SCIENTIFIC, ENGINEERING, TELECOMMUNICATIONS, MILITARY OR ANY OTHER SPECIALIZED FIELD.									
SECTION IX GEOGRAPHIC AREA KNOWLEDGE									
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE", INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBOURS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.									
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY						
			RESI- DENCE	TRAVEL	STUDY	WORK ASSIGN- MENT			
NA									
2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE									
NA									
SECTION X TYPING AND STENOGRAPHIC SKILLS									
1. TYPING (W.P.M.)		2. SHORTHAND (W.P.M.)		3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM					
30		NA		CHEGG	SPEEDWRITING	STENOTYPE	OTHER (Specify)		
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Videograph, Card Punch, Etc.)									
NA									
SECTION XI SPECIAL QUALIFICATIONS									
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH									
NA									
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK									
NA									
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.									
NA									
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, Etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.									
NA									
5. FIRST LICENSE OR CERTIFICATE (Year of Issue)					6. LATEST LICENSE OR CERTIFICATE (Year of Issue)				
NA					NA				

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(When Filled In)

SECTION XI CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (NON-FICTION, SCIENTIFIC ARTICLES, GENERAL INTEREST, SUBJECTS, NOVELS, SHORT STORIES, ETC.)

NA

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

NA

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

NA

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

NA

SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
APR - 1952 - JUNE - 1954	4	RI
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	FILE CLERK	
6. DESCRIPTION OF DUTIES		

WORKED IN FILES doing filing and other
RELATED DUTIES.

WORKED IN CONSOLIDATION WITH 201'S

1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
JULY 54 - JUNE 56	5	FE/6 OVERSEAS
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	PROVISIONAL INTELL ANALYST	
6. DESCRIPTION OF DUTIES		

HEAD OF PERSONALITY FILE (201 FILES) SECTION
FOR BASE, WHICH INCLUDED ALL AGENT FILES.

1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
AUG 56 - NOV 56	7	R1 OVERSEAS TDY FOR FE/6
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		

RETIREMENT OF RECORDS TO Hqs. FROM BASE.

SET UP (NEW) SYSTEM OF RECORDS FOR BASE

1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
DEC 56 - JAN 57	7	R1
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		

WORKED IN RI/HN 201 SECTION IN FILLING OUT
831'S

1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
FEB 57 - AUG 57	7	R1 TDY - MEXICO
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		

SET UP SYSTEM OF RECORDS FOR STATION

(Use additional pages if required)

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When Failed In

SECTION XIII

CHILDREN AND OTHER DEPENDENTS

- | | |
|--|--|
| <p>1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.</p> | <p>2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepparents, brothers, sisters, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.</p> |
|--|--|

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS:

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

Can't recall addresses but lived in
the following places since Apr 1952 -

Conn. Ave. N.W. D.C.

Minneapolis Ave. S.E. D.C.

Colonial Terrace, Arlington, VA.

Greenbrier St., Arlington, VA.

DATE COMPLETED

DATE COMPLETED
... 10 Sept 57

15164-7128 CF 122L01B

Game & Goods

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(When Filled In)

(11-6)		LANGUAGE DATA RECORD		
PART I-GENERAL				
1. NAME (Last-First-Middle) (17-24)		2. DATE OF BIRTH (125-301)		
Woods, James S		Month	Day	Year
3. LANGUAGE (131-331)	4. TODAY'S DATE (126-391)			5.
Eng	Month	Day	Year	<input checked="" type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY. 2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY. 3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY. 4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY. 5. I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY. 2. RARELY, I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY. 3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY. 4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY. 5. I CANNOT WRITE IN THE LANGUAGE.				
SECTION C. Pronunciation (42)				
1. MY PRONUNCIATION IS NATIVE. 2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME. 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN; BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND. 4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND. 5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (14)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II, TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 29 (12, PAR. IC14). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT INDESPITE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

9 Sept 57

SIGNATURE

James S. Brooks

1443

1471

STANDARD FORM 57, NOV 1947
U.S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type where possible in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the

instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

1 NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR Accountant		DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only						
2 OPTION(S) (if mentioned in examination announcement)								
ANNOUNCEMENT	3 MAIL OR TELEGRAPH ADDRESS (City and State) Washington D.C.		4 DATE OF THIS APPLICATION					
	5 MR. (First name) MRS. (Middle) MRS. (Mother's Maiden Name) MISS. (Last)							
	James S Sauvie Woods							
	6 (A) STREET AND NUMBER OR R.D. NUMBER 2817 Conn. Ave., N.W.		(B) CITY OR POST OFFICE (including postal zone) AND STATE Washington 8, D.C.					
	7. LEGAL OR VOTING RESIDENCE (State) N. Dak.		(A) OFFICE PHONE ex 6400		(B) HOME PHONE et 2612 AD 8430			
	8 DATE OF BIRTH (month, day, year) Feb. 20, 1928		9 (A) MARRIED <input checked="" type="checkbox"/>		(B) SINGLE <input checked="" type="checkbox"/>			
	10 PLACE OF BIRTH (city and State; if born outside U.S., name city and country) Forest River, N. Dak.							
	11 (A) HEIGHT WITHOUT SHOES 5 feet ... 6 inches		(B) WEIGHT 136 pounds					
	12 (A) MALE <input checked="" type="checkbox"/>		(B) FEMALE <input type="checkbox"/>					
	13. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE GS-2						INITIALS AND DATE	
14. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? \$2950 You will not be considered for any position with a lower entrance salary. 15. CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED. FOR <input type="checkbox"/> 1 TO 6 MONTHS <input type="checkbox"/> 6 TO 9 MONTHS <input checked="" type="checkbox"/> 9 TO 12 MONTHS						(C) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: <input checked="" type="checkbox"/> IN WASHINGTON, D.C. <input checked="" type="checkbox"/> ANYWHERE IN THE UNITED STATES <input checked="" type="checkbox"/> OUTSIDE THE UNITED STATES		
						(D) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS.		
16. (A) IF YOU ARE WILLING TO TRAVEL, SPECIFY <input type="checkbox"/> OCCASIONALLY <input checked="" type="checkbox"/> FREQUENTLY <input type="checkbox"/> CONSTANTLY								
17. (A) EXPERIENCE It is important for you to furnish all information requested below. Employment dated to enable the Civil Service Commission and the associated Office of Personnel to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent						religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence. (a) If you were ever employed in any position under a name different from that shown in Item 3 of this application, give under "Description of your work" for each position, the name used. (b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."		
PRESENT POSITION								
DATES OF EMPLOYMENT (month, year) May, 1950 TO PRESENT TIME		EXACT TITLE OF YOUR PRESENT POSITION Clerk		CLASSIFICATION GRADE (if in Federal Service) GS-2		SALARY OR EARNINGS STARTING, \$2950 PRESENT, \$2950 PER YEAR		
PLACE OF EMPLOYMENT (city and State) Washington D.C.		NAME AND TITLE OF IMMEDIATE SUPERVISOR Mrs. Gervias				AND OF BUSINESS OR ORGANIZATION (e.g., wholesale silk, insurance agency, manufacturer of locks, etc.)		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) Treasury Dept., Penn. Ave.		REASON FOR DESIRING TO CHANGE EMPLOYMENT Division of Disbursements						
CERTIFICATE OF YOUR WORK						Better Position		
Working with vouchers and checks; checking them for names, dates, money, etc. Doing other clerical duties of a general nature.								

(CONTINUED ON NEXT PAGE)

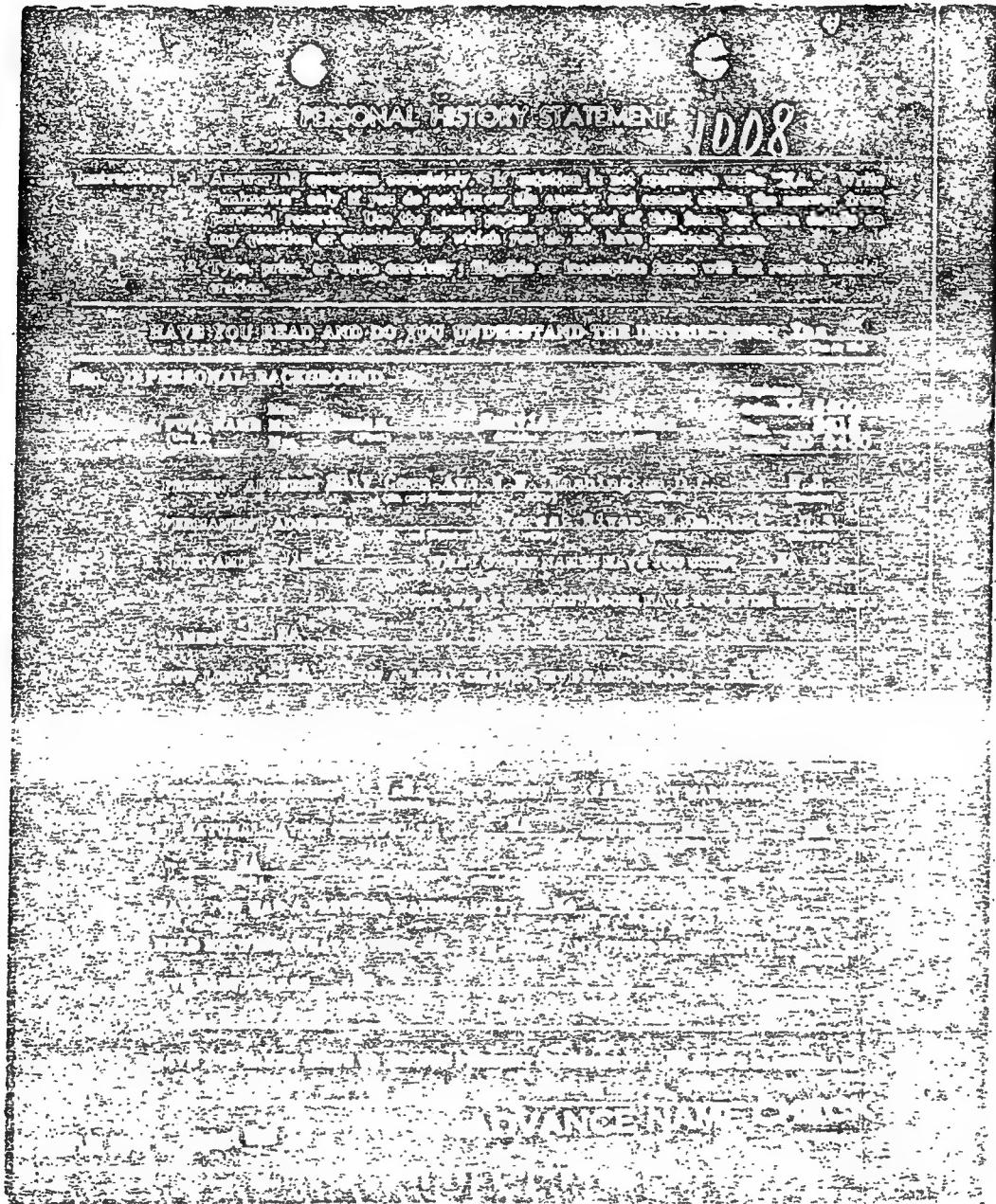
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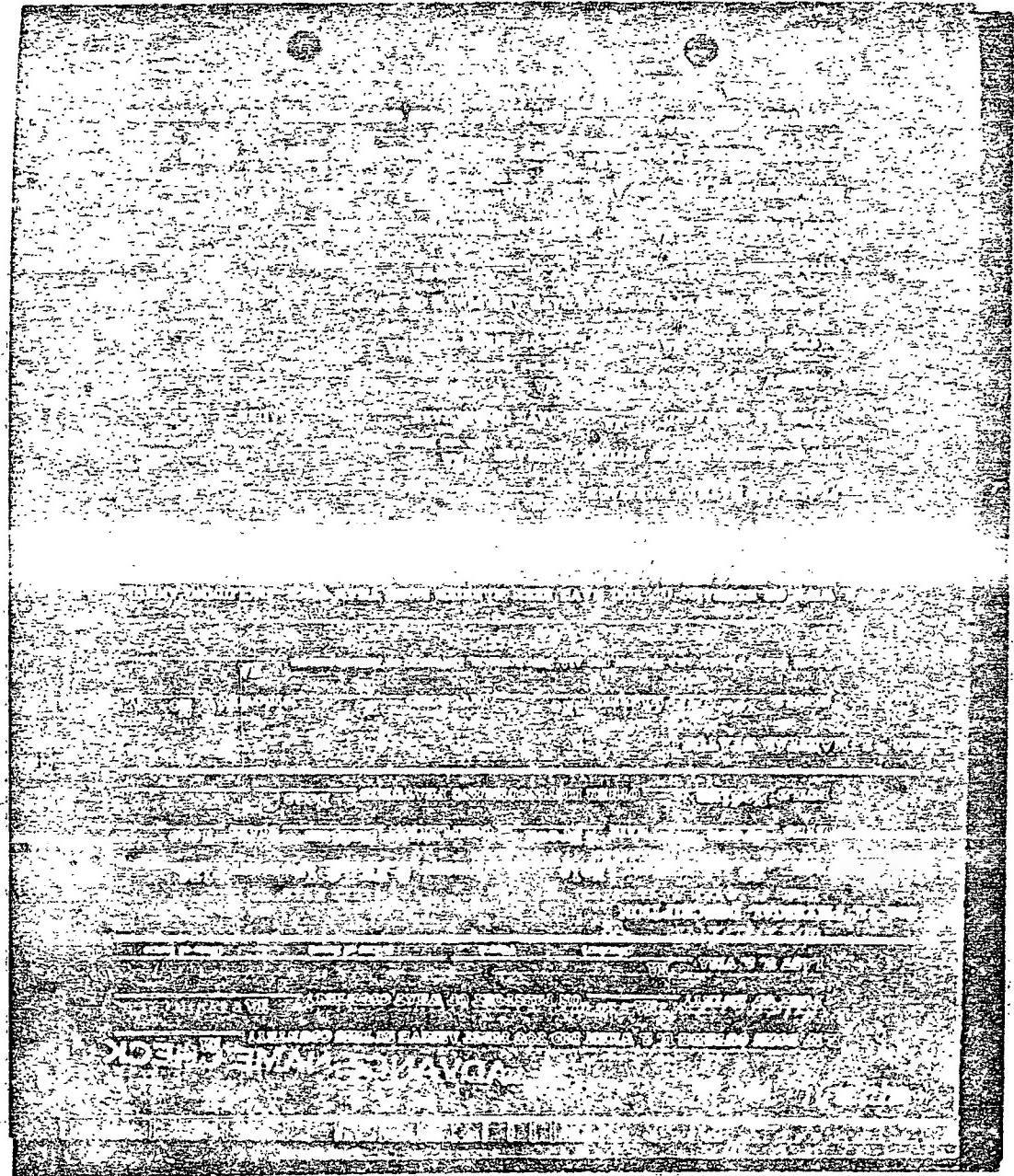
10 CONTINUED			
(2) DATES OF EMPLOYMENT (month, year) FROM Feb., 1950 to May, 1950		EXACT TITLE OF YOUR POSITION Clerk & Salesman	CLASSIFICATION GRADE <small>(if in Federal service)</small> STARTING \$ 180 PER MONTH
PLACE OF EMPLOYMENT (city and State) Grand Forks, N. Dak.		NAME AND TITLE OF IMMEDIATE SUPERVISOR Mr. or Mrs. Pat M. Byrne	
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) General Tobacco & Candy Company Grand Forks, N. Dak.		KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale silk, insurance agency, manufacture of locks, etc.) Wholesaler of Tobacco & Candy	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU None		REASON FOR LEAVING To work for the Government	
DESCRIPTION OF YOUR WORK Selling tobacco and candy. Doing office work such as taking inventories and making out sales tickets.			
(3) DATES OF EMPLOYMENT (month, year) FROM Oct., 1949 to Feb., 1950		EXACT TITLE OF YOUR POSITION In school	CLASSIFICATION GRADE <small>(if in Federal service)</small> STARTING \$ 0 PER FINAL \$ 0 PER
PLACE OF EMPLOYMENT (city and State) None		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)		KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale silk, insurance agency, manufacture of locks, etc.)	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		REASON FOR LEAVING	
DESCRIPTION OF YOUR WORK			
(4) DATES OF EMPLOYMENT (month, year) FROM April, 1949 to Oct., 1949		EXACT TITLE OF YOUR POSITION Farm Laborer	CLASSIFICATION GRADE <small>(if in Federal service)</small> STARTING \$ 150 PER MONTH
PLACE OF EMPLOYMENT (city and State) Inkster, N. Dak.		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)		KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale silk, insurance agency, manufacture of locks, etc.)	
Zeck Thomas Inkster, N. Dak. NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU None		Farming REASON FOR LEAVING To go to school Doing general farm duties.	

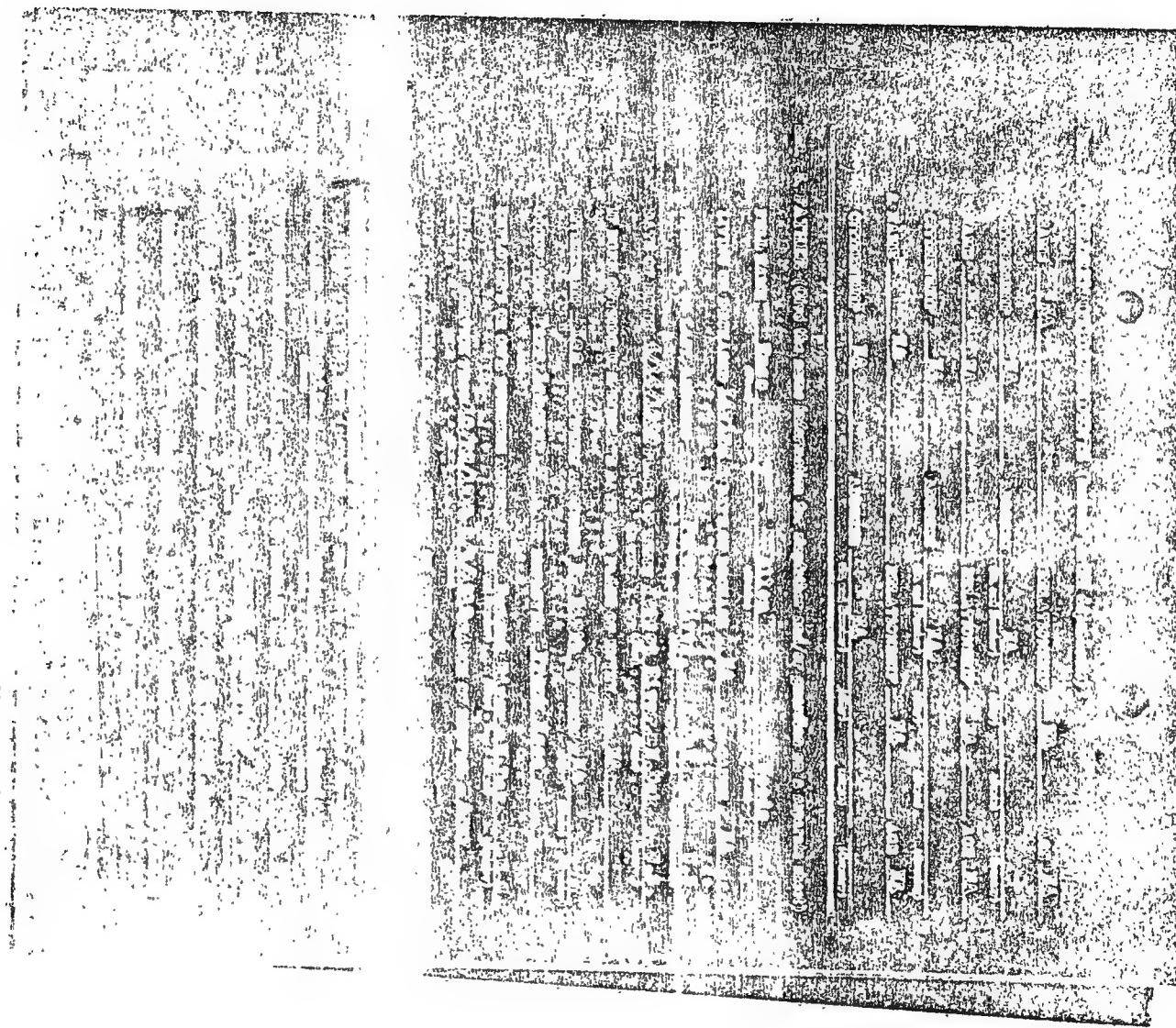
DATES OF EMPLOYMENT (month, year) Oct., 1948 - April, 1950		EXACT TITLE OF YOUR POSITION In School		CLASSIFICATION (Check one box) FINAL	SALARY OR EARNINGS STARTING \$ FINAL \$	PER PER																																															
PLACE OF EMPLOYMENT (city and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR																																																			
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name department, bureau or establishment, and division)		NAME OF BUSINESS OR ORGANIZATION (e.g., wholesale silk, insurance agency, manufacturer of auto, etc.)																																																			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		REASON FOR LEAVING																																																			
DESCRIPTION OF YOUR WORK																																																					
<p>If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.</p> <p>17. MILITARY TRAINING To the space below, describe any training received in the Armed Services (not already listed under item 16) that would assist appointing officers in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra pages may be used to give full descriptions.)</p>																																																					
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18. EDUCATION. (Circle highest grade completed):																																																					
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<input type="checkbox"/> ELEMENTARY SCHOOL		<input type="checkbox"/> JUNIOR HIGH SCHOOL		<input checked="" type="checkbox"/> SENIOR HIGH SCHOOL		(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED																																															
Forest River High, Forest River, N. Dak.																																																					
(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED																																																					
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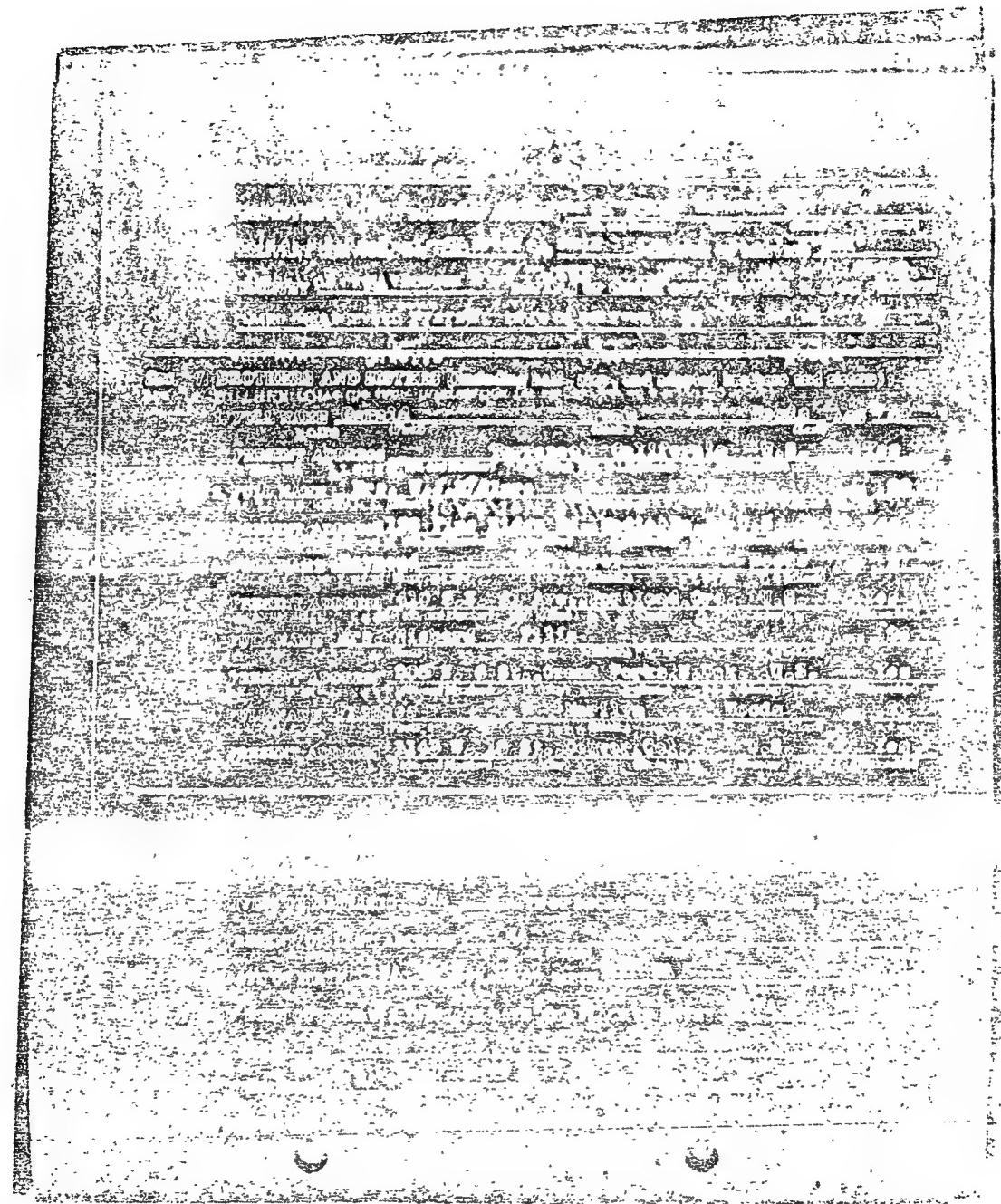
24 REFERENCES. List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).

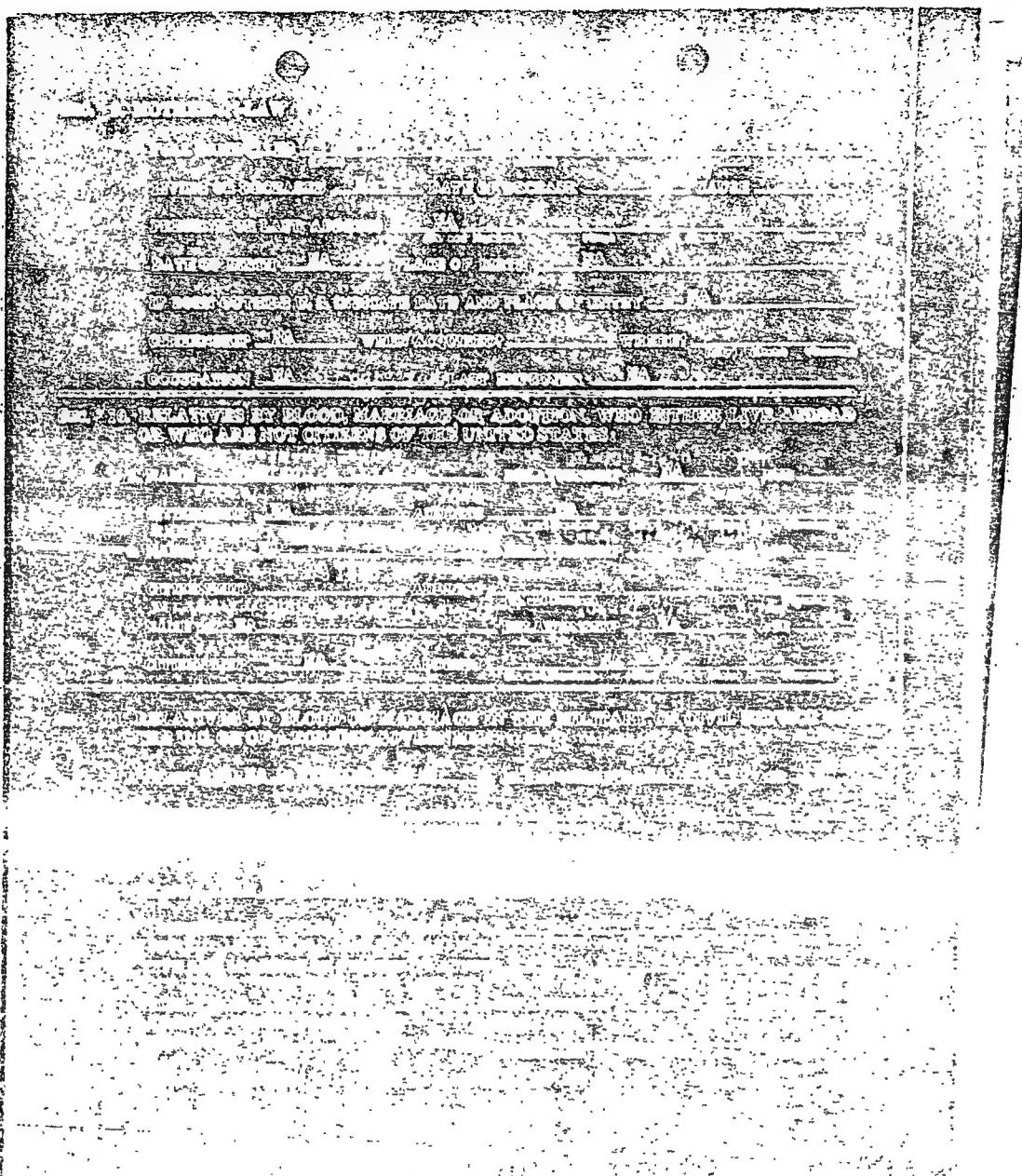
FULL NAME		(Give complete current address, including street and number)		BUSINESS OR OCCUPATION
Robert Hadlich		Box 659,	Grand Forks, N. Dak.	Teacher
Calmer Hovland		521 Maple Ave.	Grand Forks N. Dak.	Teacher
Merland W. Berg		618 Cottonwood St.	Grand Forks N. Dak.	Teacher
INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN		YES	NO	INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN
25. MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER, QUALIFICATIONS, ETC?		X		35. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?
26. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?		X		36. DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS INY BLOOD OR MARRIAGE, WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS?
27. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY U. S. A. OR ANY COMMUNIST ORGANIZATION?		X		If your answer is "Yes," give details in Item 39
28. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF A FASCIST ORGANIZATION?		X		If your answer is "Yes," show in Item 39 for EACH such relative (1) full name, (2) present address; (3) relationship; (4) Department or Agency by which employed, and (5) kind of appointment
29. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF AN ORGANIZATION, ASSOCIATION, MOVEMENT GROUP, OR COMBINATION OF PERSONS WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF AN ORGANIZATION, ASSOCIATION, MOVEMENT GROUP, OR COMBINATION OF PERSONS WHICH HAS ADOPTED A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DESTROY OTHER PERSONS PROPERTY OR TO SUBVERT THE CONSTITUTION OF THE UNITED STATES OR OF SEEKING TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS?		X		SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE
If your answer to question 27, 28, or 29 above is "yes," state in Item 39 the names of all such organizations, associations, movements, groups, or combinations of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein.		X		A. If you are claiming preference as a PEACETIME VETERAN who has been awarded a campaign badge or service ribbon, or as a DISABLED VETERAN, or as the WIFE, DAUGHTER, SISTER, OR BROTHER OF A VETERAN, or as the WIDOW OF A WAR CAMPAIGN VETERAN, attach Veterans Preference Claim, CSC Form 14, together with proof specified therein.
30. SINCE YOUR 18TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, INDICTED OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED OR PLACED ON PROBATION OR HAVE YOU EVER BEEN ORDERED TO LEAVE BAIL OR COLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE, INCLUDING MINOR TRAFFICKING FOR WHICH A FINE OR PENALTY OF \$100.00 OR LESS WAS IMPOSED?		X		B. If you are a WAR-TIME VETERAN not claiming disability preference, you should NOT submit your discharge with this application. Preference will be tentatively credited to you and if appealed, you will be required to submit to the appointing officer prior to entry on duty, official evidence of separation from active service in the armed forces of the United States in time of war.
If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If arrested, your fingerprints will be taken.		X		YES NO
31. HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSUITABILITY, FROM ANY GOVERNMENT SERVICE? If your answer is "Yes," give in Item 39 the name and address of employer, date and reason in each case.		X		37. (A) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING THE TIME OF WAR?
32. HAVE YOU EVER BEEN BARRED BY THE U. S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? If your answer is "Yes," give date of and reasons for such disbarment in Item 39.		X		(B) IS THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE OR SEPARATION?
33. HAVE YOU ANY PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE LENGTHENED IN ASSIGNING YOU TO WORK? If your answer is "Yes," give complete details in Item 39 so that consideration can be given to your physical fitness for work.		X		(C) WAS SERVICE PERFORMED ON AN ACTIVE FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLOWANCES?
34. DID YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? If your answer is "Yes," give complete details in Item 39.		X		DATE OF ENTRY OR ENTRANCE INTO SERVICE DATE OF SEPARATION OR SEPARATIONS Oct. 1946 April 1948 Oct. 1950 August 1951 Army, U. S. Service (Army, Navy, Marine Corps, Coast Guard, etc.) See Item 40 (if none, give Grade or rating at time of separation) ARMY ER-17 214 704
35. HAVE YOU SERVED IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING PEACETIME ONLY, OR DID YOU PARTICIPATE IN A CAMPAIGN OR EXPEDITION AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIBBON?		X		YES NO
(D) ARE YOU A DISABLED VETERAN? If so, and you have not listed your disability in answer to Item 33, explain in Item 39 below.		X		
(E) ARE YOU A VETERAN'S WIFE WHO HAS NOT REMARRIED?		X		
(F) ARE YOU THE WIFE OF A VETERAN WHO HAS A SERVICE CONNECTED DISABILITY DUE TO DISEASE, ACCIDENT, OR INJURY DUE TO CIVIL SERVICE APPOINTMENT?		X		
THIS SPACE FOR USE OF APPOINTING OFFICER ONLY				
The information contained in the answers to Questions 37 above has been verified by comparison with the discharge certificate on _____ ID.				
Agree _____ Title _____				
Signature _____				
If you have attached any additional sheet(s) to this application, attach them here. _____				
It is required that each page of this application be signed. Write on each sheet your name, address, date of birth, and exact birth date. Attach to each page a photograph of yourself, and attach a self-addressed envelope to the back of this application.				
Before signing this application check back over it to make sure that you have answered ALL questions correctly.				
I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.				
False statement on this application is punishable by Law (U. S. Code, Title 18, Section 80)				
SIGNATURE OF APPLICANT <i>Jane S. Staske</i>				
Signature is acknowledged to be that of Jane S. Staske, a single woman, born January 1, 1922, at Grand Forks, North Dakota, and residing at 618 Cottonwood Street, Grand Forks, North Dakota. She is the widow of John Staske, deceased, and was formerly known as "Mrs. John S. Staske".				

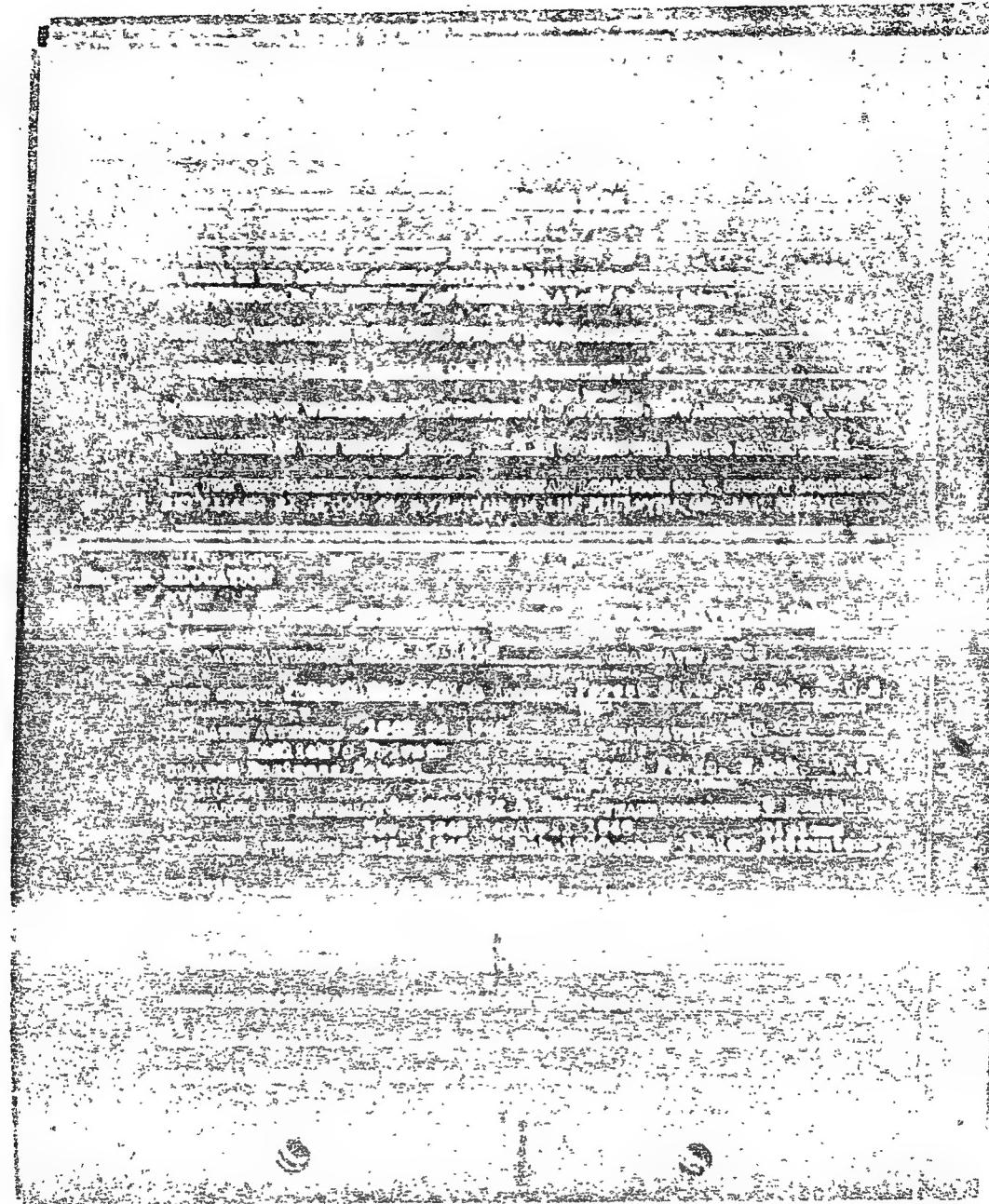


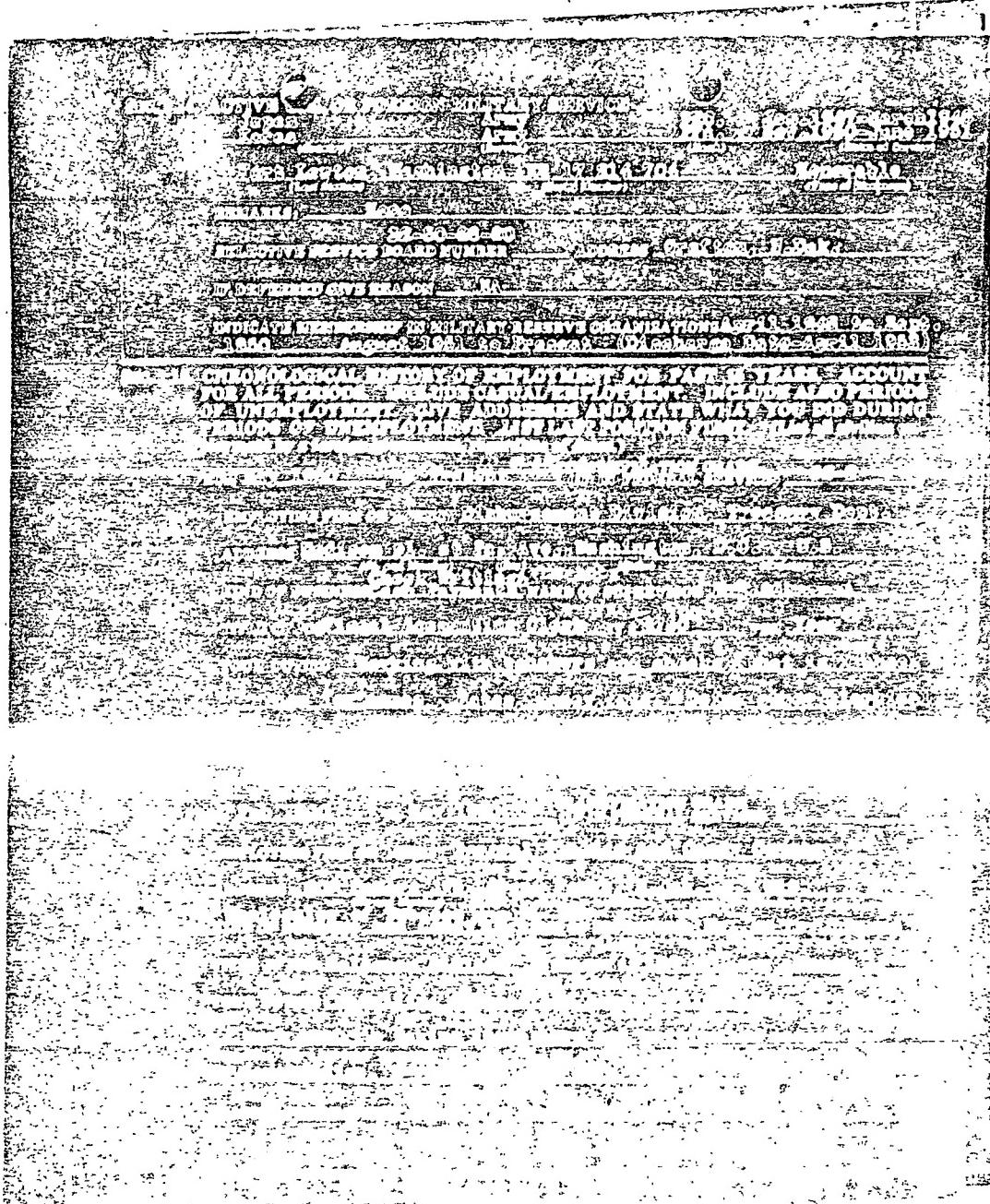


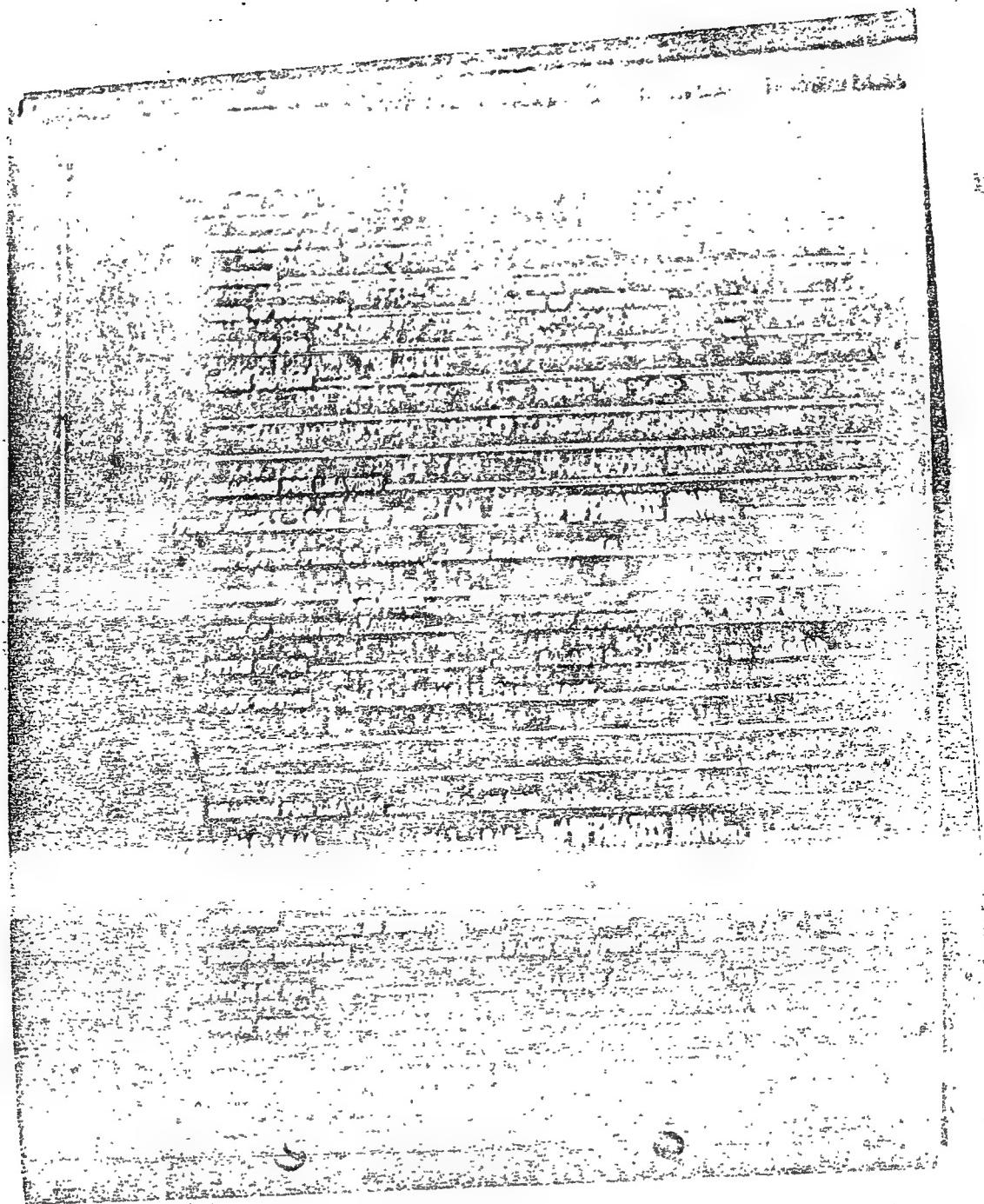


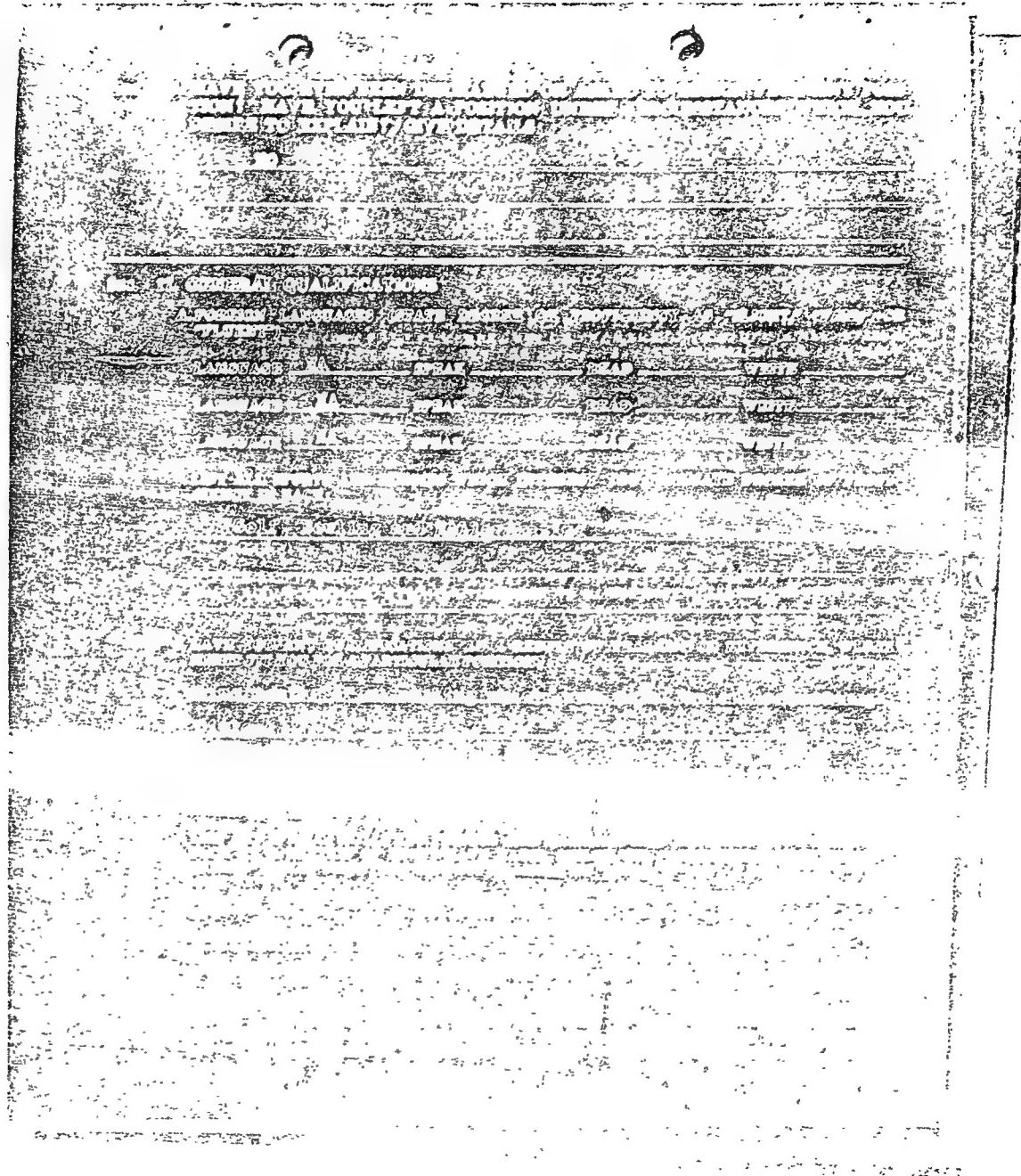


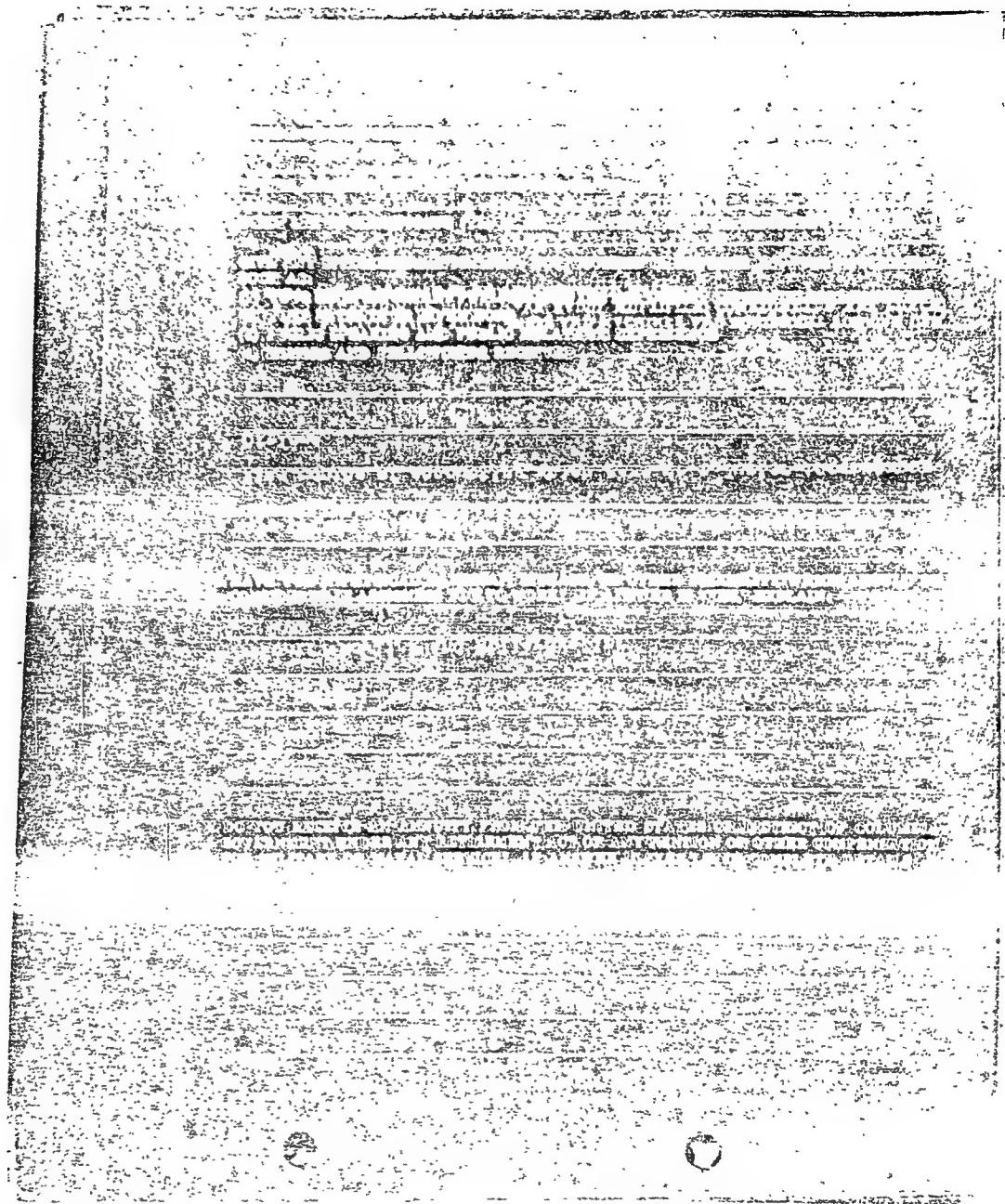


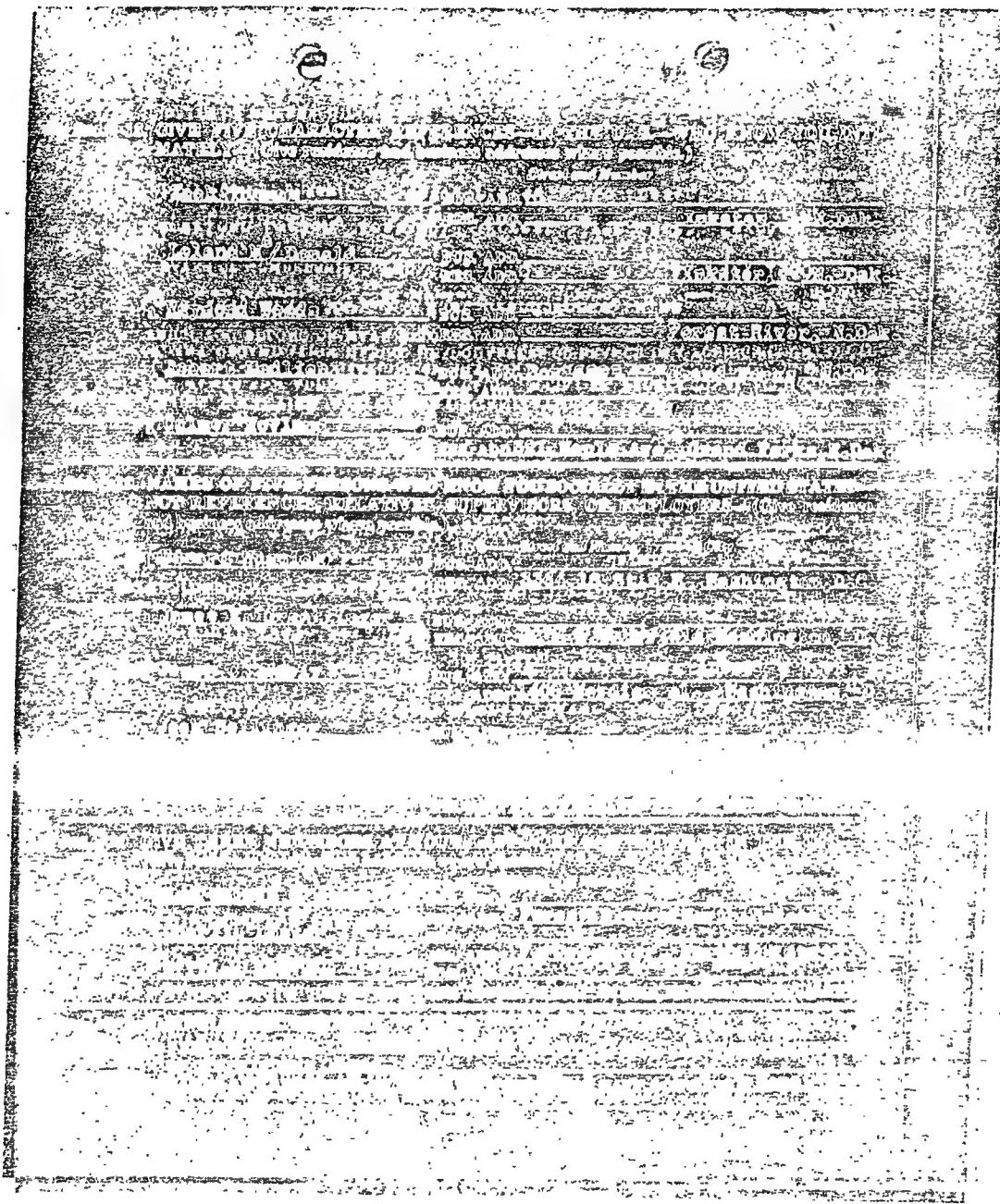


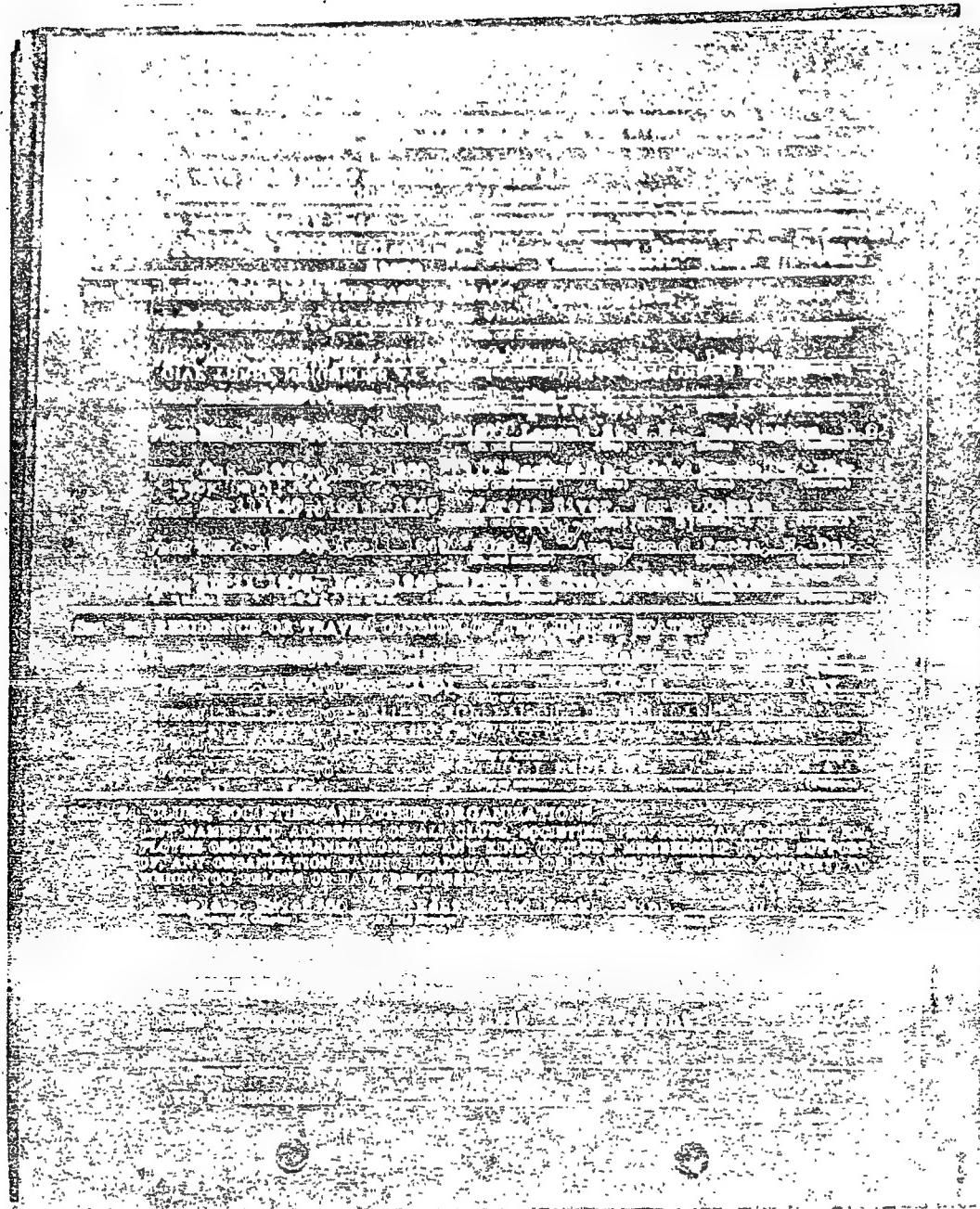


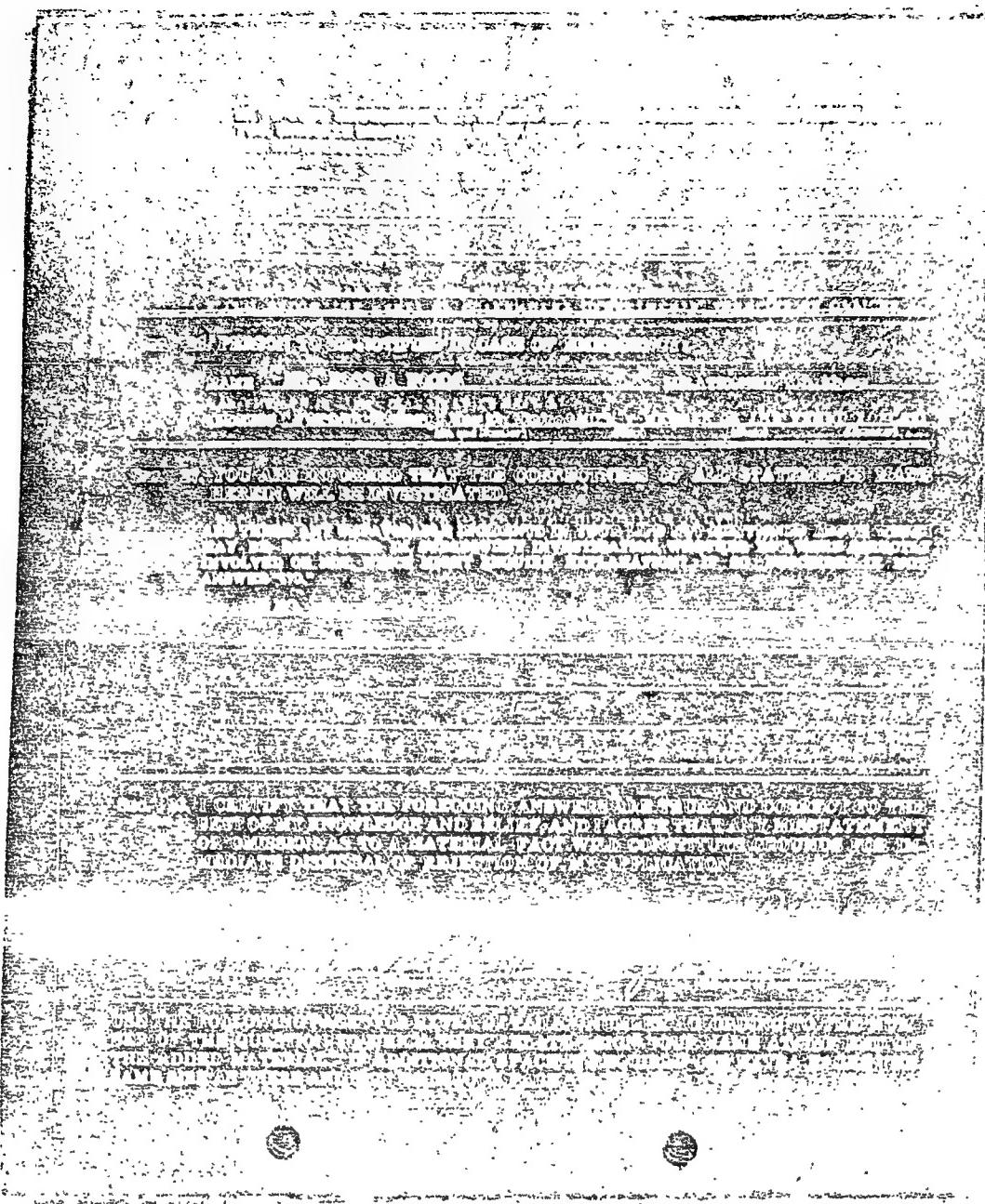












1960-61 school year from the
University of the Virgin Islands and
from the University of the Virgin Islands
for a two-year period. The students at this school
will receive a public education state-subsidized
but will not receive financial aid.

From 1946 to October 1966 Recorded on 3000 ft
Kodak T-1000 located at Inkster, E. Detroit

Aaker's School of Business

Grand Forks, North Dakota

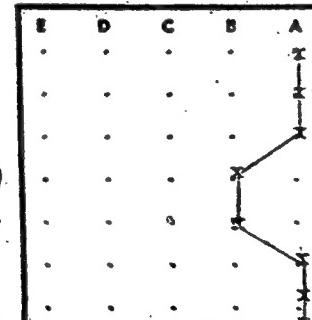
REPORT OF PROGRESS

NAME KODS, James S. ADDRESS Forest River, N. Dak. COURSE OF STUDY Accountancy DATE December 14, 1951

SCHOLASTIC ACHIEVEMENT

SUBJECTS COMPLETED:

- Elementary Accounting
- Advanced Accounting
- Income Tax
- Cost Accounting (Elem.)
- Tyepwriting
- Spelling
- Business Mathematics
- Business Law
- Pentmanship
- Salesmanship
- Business English
- Office Machines

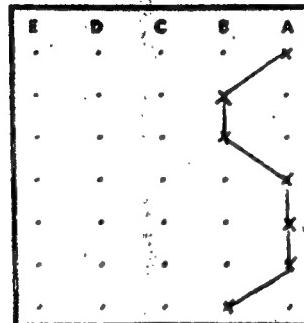


KEY

- A Superior
- B Above Average
- C Average
- D Fair
- E Slow

COMPLETED SUBJECTS

INITIATIVE



QUALITY OF WORK

E D C B A

Needs Supervision Routine Worker

KEY

- | | | |
|---------------------------|----------------|------------------|
| Fairly Progressive | B | A |
| Resourceful | Marked Ability | |
| Passable | Good Quality | Highest Quality |
| Average Output | High Output | Very High Output |
| Occasionally Enthusiastic | Determined | Confident |
| Improvement Needed | Seldom Late | Always Punctual |
| Passive | Co-operative | Co-operative |
| Slow | Average | Exceptional |

QUANTITY OF WORK

Careless Inaccurate

ENTHUSIASM

Very Low Output Low Output

PUNCTUALITY

Indifferent Occasionally Enthusiastic

COOPERATION

Undependable Improvement Needed

ADAPTABILITY

Reluctant Passive

Limited Slow

Manager

Alfred Zoland

Please keep this report for future comparison

CONFIDENTIAL
SECURITY APPROVAL

Date: 26 March 1952

TO: Chief, Personnel Division
FROM: Chief, Security Division
SUBJECT: WOODS, James Savrie

Your Reference: N-3007A

Case Number: 61115

1. This is to advise you of security action in the subject case as indicated below:

- Security approval is granted the subject person for access to classified information.
- Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
- The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 1C-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the EOD procedures.

Clearances
b-1 b-2 b-3
c-1 c-2 c-3
D-1 D-2 D-3
Not required

C. V. Brueggemann

CONFIDENTIAL

100-
sent to A. Kelly
Mr.

**CONFIDENTIAL
SECURITY INFORMATION
INTEROFFICE MEMORANDUM**

Date: 29 Feb. 1952

TO: Chief, Personnel Division
FROM: Chief, Security Division
SUBJECT: WOODS, James Sauvie . . . 61415 Request No. N-3007-A

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position: File Clerk, GS-2, OSO, RI, Proc. & Rec., Washington, D. C.

2. This is to advise you of the following security action:

a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity:

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3.

On file 5-7-52

C. V. Bawley
C. V. Bawley

CONFIDENTIAL

CONFIDENTIAL

SECRET

INTEROFFICE MEMORANDUM

Date: 25 January 1952

TO: Chief, Personnel Division
 FROM: Chief, Security Division
 SUBJECT: WOODS, James Sauvie #61445 Request No. N-3007

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:

2. This is to advise you of the following security action:

a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool.

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3.

APR 15 1952 *J. C. V. Bradley*
C. V. BRADLEY

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